

Merryville Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Merryville Housing Authority

PHA Number: LA082

PHA Fiscal Year Beginning: January 1, 2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
Quantifiable Measure: Apply for 200-300 vouchers.
- ☒ Reduce public housing vacancies:
- 1. Measure:** Develop and implement a marketing program to build a Sufficient waiting list (a minimum of 75 applicants by June 30, 2001.
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- Measure:** Develop systems to record, track and measure data needed to assess PHAS.

Measure: Improve score to 75 by September 30, 2001
Measure: Improve score to 80 by September 30, 2002
Measure: Improve score to 90 by September 30, 2003
Measure: Maintain Score above 90 by September 30, 2004
Measure: Maintain Score above 90 by September 30, 2005

- ☐ Improve voucher management: (SEMAP score) N/A
- ☐ Increase customer satisfaction:
- ☒ Concentrate on efforts to improve specific management functions:
 - **Measure:** Improve ED qualifications in the areas of finance, procurement, capital funds, housing inspection resident programs, and maintenance
 - **Measure:** Develop and implement operating and management policies and procedures by June 30, 2000.
- ☒ Renovate or modernize public housing units:
 - **Measure:** Modernize 14 units - upgrade various components at approximately 14 a year for the next 5 years
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

☐ N/A PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
Measure: Marketing - The Housing Authority will conduct outreach in an effort to obtain and maintain a well-balanced application pool. Outreach efforts will take into consideration the level of vacancy Housing Authority's units, income targeting requirements, unit availability through turnover, and waiting list characteristics. The

- Housing Authority will assess these factors quarterly in order to determine the need and scope of the marketing effort.
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:

1. Measure: Achieve a 60/40% income mix(60% higher/40% lower income) by:

Initial assessment and current occupancy

- Before the start of each fiscal year, the Housing Authority will determine and compare the relative tenant incomes of each development and the incomes of the census tract in which the development is located.
- Should the Housing Authority find that the percentage of families whose income are at or below 30 percent of median (“very poor families”) of HUD’s income limits exceeds 40% in any one development, the Housing Authority shall offer the opportunity for relocation.
- Should the number of families necessary to achieve the 40% target choose not to relocate, the Housing Authority shall target the appropriate number of units and will apply the wait list skipping procedure defined below to occupy the units as units become available for occupancy.

Maintaining deconcentration

Housing Authority shall offer incentives to eligible families that would help accomplish the deconcentration and income-mixing objectives.

- ☒ Implement public housing security improvements:
- Continue on-site police substation
 - Implement a vehicle decal program for all residents
 - Implement the Parrish Sheriff’s on-site drug education and prevention program
 - Implement the Parrish Sheriff’s on-site patrols paid for by the Sheriff’s Office
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☐ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
Through various programs, assist and provide training and employment for 3 public housing residents for the 1999/2000
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
Continue to implement fair housing policy and undertake affirmative measures to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability for 100% of public housing applicants.
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Implement the recently adopted deconcentration policy and procedures in all developments.
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
Continue to implement accessibility and reasonable accommodation for persons with all varieties of disabilities regardless of unit size required.
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☒ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

No Longer required – Final Rule dated October 21, 1999.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration (Attachment A)
- ☒ FY 2000 Capital Fund Program Annual Statement (Attachment B)
- ☒ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)(Attachment C)

Optional Attachments:

- ☒ PHA Management Organizational Chart (Attachment D)
- ☐ FY 2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)(Attachment E)
- ☒ Financial Audit (Attachment F)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
XX	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public Housing Deconcentration and Income Mixing Documentation: <ul style="list-style-type: none"> PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and Documentation of the required deconcentration and income mixing analysis 	Annual Plan: Eligibility, Selection, and Admissions Policies
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
XX	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NA	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
XX	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	any active CIAP grant	
NA	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
NA	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
Not yet completed	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
Completed N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by

completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Source: 1995-1999, Comprehensive Housing Affordability Strategy (CHAS) for the State of Louisiana

The Consolidated Plan outlines Louisiana's overall housing and community development needs and a strategy for meeting those needs for federal fiscal years 1995 - 1999 and includes a one year action plan for FY 1995 federal funds received from the U. S. Department of Housing and Urban Development (HUD). The four state agencies participating in this consolidated planning process and the HUD funded program administered by each agency include the Governor's Office/Division of Administration/Office of Community Development (Small Cities Community Development Block Grant Program), the Louisiana Housing Finance Agency (HOME Investment Partnership Program), the Department of Social Services/Office of Community Services (Emergency Shelter Grants Program), and the Department of Health and Hospitals/HIV Program Office (Housing Opportunities for Persons with AIDS Program).

Citizen Participation

The Consolidated Plan was developed using an effective citizen participation process involving citizen input from the past and present. The citizen participation process involved in the development of the Comprehensive Housing Affordability Strategy and the FY 1994 Louisiana Community Development Block Grant Final Statement were very pertinent to the development of the Consolidated Plan. The State held four public hearings for the purpose of receiving comments on the draft Consolidated Plan. Notices of those hearings were published in newspapers. Written invitations to attend the public hearings and to submit comments on the draft plan were mailed to more than eight hundred persons, local governing bodies, public, private, and non-profit agencies, and other interested parties. All comments received were given every consideration in the finalization of the Consolidated Plan.

Community Profile

According to 1990 Census data, the population of the State was 4,219,973 persons of which 2,839,138 (approximately sixty-seven percent) were white, 1,299,281 (approximately thirty-one percent) were black, and 81,554 (approximately two percent) were of other races. Approximately fifty-four percent of the State's population meets HUD's definition of non-entitlement (communities with less than 50,000 population and parishes with less than 200,000 population). Approximately sixty-six percent of the occupied housing units in the State are owner occupied. The FY 1995 median income of the State is \$31,100; the median income for the metropolitan areas is \$33,300 and the median income for the nonmetropolitan areas is \$24,700.

Housing Needs

Market Conditions

According to the 1990 Census, there were 1,716,241 housing units in Louisiana. Single family homes accounted for over two-thirds of the State's total housing inventory. Mobile homes were the fastest growing type of housing, increasing by almost 78 percent to make up 11 percent of the 1990 housing inventory. A greater percentage, nearly 66 percent, of Louisianans live in homes they own than the national average of 64 percent. During the 1980's, the State's owner-occupancy rate grew while the national rate decreased. The median value of one-family, owner-occupied houses increased from \$43,000 in 1980 to \$58,000 in 1990. This actually represents a 14 percent decline in real value when inflation is taken into consideration. In 1990, 20 percent of Louisiana homeowners had owner costs 30 percent or more of their household income.

Median, monthly gross rent in Louisiana rose by 3.8 percent in real terms from \$339 in 1980 to \$352 in 1990. Nationwide, the increase was 16.1 percent. In 1990, 45.7 percent of the State's renters had monthly housing costs that were 30 percent or more of their household income.

Approximately 68 percent of all rental units in Louisiana are occupied by very low and low income households. It is also estimated that very low and low income households occupy 35.2 percent of all ownership units. The percentage of substandard housing, both owner-occupied and rental, in the State's rural communities is greater than in urban communities. Many of these units, although occupied, are neither financially or structurally suitable for rehabilitation.

Affordable Housing Needs

Small related renter households, including single-parent families, are the most severely cost burdened within the category of extremely low income, followed by large related renter households. Universally, over 60 percent of extremely low income renter and owner households experience housing cost burdens. Thirty-four percent of all very low income renter households experienced costs burdens as compared with 19 percent of all very low income owner households. Housing problems affect 91 percent of extremely low income large related renter households, followed by 76 percent of very low income small related households. Over 69 percent of extremely low income owners and 48 percent of very low income owners experienced housing problems.

Small related renter households represent approximately 46 percent of all low income renter households. Low income owners represent 61 percent of total households in this category, with non-elderly owners comprising the largest number of households (90,427) in this group. Elderly and small (1 and 2) member renter households experience, by a larger percentage (45 percent, cost burdens in excess of 30 percent of income. Small related, low income renter households and non-elderly households experience cost burdens at near equal percentages-38 percent and 37 percent respectively.

Overcrowded conditions, as well as inadequate kitchen and bathroom facilities, account for the most frequent problems experienced by large related renter households in all income categories.

Public and Assisted Housing Needs

The State of Louisiana does not have a State public housing agency.

In recognition of the fact that public housing authorities in Louisiana are important providers of affordable housing, a survey was conducted of all public housing authorities in the State in order to get a snapshot of the demand for public housing. The survey primarily was intended to get an estimate of the number of persons on waiting lists and the amount of time a person or family remained on a waiting list before securing housing.

The survey indicated a significant demand for public housing as reflected by the number of households on the waiting lists maintained by the housing authorities. There was some concern for promoting resident initiatives but the overwhelming concern was for the quality of public housing; both in terms of condition of the physical stock and the quality of life of the residents. Based upon the demand for public and assisted housing and the significant role public housing authorities play in the delivery of affordable housing, the State encourages public housing authorities to explore utilization of all available resources to promote increasing the stock and quality of public housing facilities throughout the State.

Census data for 1990 indicates that approximately thirteen percent of Louisiana residents have mobility impairments. The stock of existing housing serving low and moderate income owners and renters, especially substandard units, was not constructed with concern for the adaptability of those units for mobility limitations.

HIV in Louisiana is an impoverishing disease. Thus, throughout the progression of the disease, the ability to find affordable housing and to remain in one's home is a constant stress for persons who are HIV infected. Therefore, short-term rent, mortgage and utility payments, shelter, and a further continuum of rental assistance are universal needs. As health diminishes, persons living with HIV/AIDS experience significant need for ancillary and supportive services. According to the most recent statistics (Office of Public Health - Surveillance Report) there were 6,689 cumulative case of AIDS in Louisiana as of January 31,1995.

Barriers to Affordable Housing

Land use planning, zoning, and code enforcement are local issues over which the State exercise no control; the State is not aware of any excessive exclusionary, discriminatory or duplicatory policies, rules or regulations which constitute barriers to affordable housing.

Fair Housing

The State is conducting an analysis of impediments to fair housing; that analysis will be complete no later than February 6, 1996.

Lead Based Paint

Based upon information provided by HUD, it is estimated that approximately 954,190 housing units or 56 percent of the State's total housing units contain lead based paint.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
White							
African American							
Hispanic							

Note: Information is not currently available for those items left blank.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 1995-1999
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy
("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2		
Extremely low income <=30% AMI	0		
Very low income (>30% but <=50% AMI)	0		
Low income (>50% but <80% AMI)	0		
Families with children	0		
Elderly families	0		
Families with Disabilities	0		
White	0		
African American	0		
Hispanic	0		
Race/ethnicity	0		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	1		
2 BR			
3 BR	1		
4 BR			
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

We have only two families on our waiting list who are waiting for police background checks. Families that apply with us that meet the requirements set forth by this housing authority are housed.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☐ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community

- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$119,612.00	
b) Public Housing Capital Fund	190,449.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$0	
1999 CIAP	74,025.89	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	63,899.00	Operations and Maintenance
4. Other income (list below)		
Investment Income		
Excess Utilities	\$3000.00	Utilities
4. Non-federal sources (list below)		
Total resources	\$450,985.89	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)
Once a unit of appropriate size is available and determination of deconcentration as defined above is applied, the family is selected for occupancy.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list
 - ☐ Sub-jurisdictional lists
 - ☐ Site-based waiting lists
 - ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ☒ PHA main administrative office
 - ☐ PHA development site management office
 - ☒ Other (list below)
By mail
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment NA**
1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
☐ Two
☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing

- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers

- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
☒ Any time family composition changes
☒ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☒ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☒ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☒ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☒ Additional affirmative marketing
- ☒ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☒ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:
Relocation incentives

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☒ List (any applicable) developments below:
Scattered Sites - IN 29-2
Scattered Sites - IN 29-7

B. Section 8 – Not Applicable

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation

- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☐ Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program
- ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
- ☐ Other (list below)

(3) Search Time

- a. ☐ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

The applicants will be advised that the certificate/voucher will be valid for sixty (60) calendar days. The certificate/voucher may be extended up to a maximum of an

additional sixty (60) calendar days provided that at least one of the following conditions are met:

- The family can demonstrate that they have had difficulty in locating a unit due to the lack of available units.
- The family has had an event to occur that was beyond their control that prevented or hindered their search for a unit.
- After submission of a request for lease approval, a prospective landlord withdraws their intention to rent to the tenant through no fault of the tenant.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) NA

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers

- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Admissions and Continued Occupancy Policy and Procedure: The Housing Authority shall grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the responsible entity's written policies.

Financial hardship. The financial hardships shall include the following: suspend the minimum rent requirement immediately, until the Housing Authority determines whether there is a qualifying financial hardship and whether the hardship is long-term.

Determination of Temporary Financial Hardship. If the Housing Authority determines that there is a qualifying hardship, but that it is temporary, the Housing Authority reinstates the minimum rent from the time of suspension. The Housing Authority will not evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The Housing Authority will offer the family a reasonable repayment agreement for the amount of back rent owed.

If the Housing Authority determines there is no qualifying hardship exemption, the Housing Authority shall reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Housing Authority.

The Housing Authority recognizes that this requirement may impose severe hardships for some assisted families that have adjusted monthly incomes so low that their rental obligation is below the "minimum rent" charged. These families may be unable to pay the "minimum rent," which in turn may expose them to eviction for nonpayment.

Therefore the Housing Authority shall take action to ensure that families with severe hardships are not evicted specifically as a result of their inability to pay the new minimum rents.

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☒ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)
- If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

- ☒ Other (describe below)

The following permissive deductions, to the extent these amounts have not already been deducted from annual income or reimbursed to the family from other sources, are:

- Excessive travel expenses, in an amount not to exceed \$25 per family per week for travel related to employment, education, or training.
- An amount of a family's earned income, based on any of the following:
 - (i) All the earned income of the family;
 - (ii) The amount earned by particular members of the family;
 - (iii) The amount earned by families having certain characteristics; or
 - (iv) The amount earned by families or members during certain periods or from certain sources.
- Other deductions include but are not limited to payroll deductions, such as social security taxes, income taxes and medical insurance premiums.

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☐ Other (list below)

- g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
☒ Survey of rents listed in local newspaper
☒ Survey of similar unassisted units in the neighborhood
☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance – Not Applicable

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
☐ 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
- ☐ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

Admissions and Continued Occupancy Policy and Procedure: The Housing Authority shall grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the responsible entity's written policies.

Financial hardship. The financial hardships shall include the following: suspend the minimum rent requirement immediately, until the Housing Authority determines whether there is a qualifying financial hardship and whether the hardship is long-term.

Determination of Temporary Financial Hardship. If the Housing Authority determines that there is a qualifying hardship, but that it is temporary, the Housing Authority reinstates the minimum rent from the time of suspension. The Housing Authority will not evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The Housing Authority will offer the family a reasonable repayment agreement for the amount of back rent owed.

If the Housing Authority determines there is no qualifying hardship exemption, the Housing Authority shall reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the Housing Authority.

The Housing Authority recognizes that this requirement may impose severe hardships for some assisted families that have adjusted monthly incomes so low that their rental obligation is below the “minimum rent” charged. These families may be unable to pay the “minimum rent,” which in turn may expose them to eviction for nonpayment.

Therefore the Housing Authority shall take action to ensure that families with severe hardships are not evicted specifically as a result of their inability to pay the new minimum rents.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization.

(select one)

- ☐ An organization chart showing the PHA’s management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:

The PHA manages 88 units of family public housing and a unit converted into a police substation and another unit used as a public library, and employs 1 full-time Executive Director, 1 part-time Assistant Director, and two maintenance personnel. The Executive Director is governed by a 5-member Board of Commissioners appointed by the Mayor. The PHA has 1 resident commissioner.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	76	25
Section 8 Vouchers	0	
Section 8 Certificates	0	

Section 8 Mod Rehab	0	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

General Administration

Travel
Reasonable Accommodation

Personnel

Personnel
Annual Salary Schedule

Procurement/Contract Administration

Procurement
Delegation of Procurement Authority

Financial

Capitalization
Investment and Cash Management
Uncollectable Tenant Accounts Policy (Write-Off)
Rent Collection
Repayment Policy
Insurance
Petty Cash Fund

Socio/Economic

Non-discrimination Handicap and Disabled
Section 3

Resident

Resident Initiatives including PHMAP-required areas
Resident Organization and Recognition
Resident Participation in Management and Program

Admissions and Occupancy

Fair Housing
Marketing
Privacy Policy
Restrictions on Assistance to Non-Citizen
One Strike - You're Out
Eligibility for Admission
Waiting List Management
Opening and Closing Waiting Lists
Determining if the waiting list may be closed
Removal of Applicants from the Waiting List
Processing Applications For Admission
Deconcentration of Poverty and Income-Mixing in Public Housing
 Initial assessment and current occupancy
 Maintaining deconcentration
Interviews and Verification Process
Screening And Resident Selection Criteria
Resident Selection And Assignment Policies
Eligibility For Continued Occupancy, And Annual Recertification
Previous Earned Income Disregard
Procedures to Be Used in Determining Income/rent and Rent Calculation
 Income-Based Rents
 Flat Rents
 Minimum Rents
 Rent Decreases
 Rent Increases
Security Deposit
Changes in Family Composition
Effective Date of Adjustments
Failure to Report Accurate Information
Procedure For Establishing Retroactive Charge
Family Choice
Family Self-Sufficiency
Lease Termination/Eviction Procedures
 Record Keeping Requirements
 Procedure For Investigating Drug-related And/or Criminal Activity
 Notice Requirements
Grievance Procedure
Resident-paid Utilities
Resident's Maintenance and Damages Charges
Resident Police Officers
Residents Employed by The Housing Authority

Residents Use of The Unit For Legal Profit-making Activities
Pet Policy
Procedure For Disposition of Property Due to Death of Resident
Dwelling Lease
Record Keeping

Maintenance

Preventive Maintenance
Work Order Procedures
Infestation Eradication Procedures
Maintenance Safety
Unit Turn Around
Quality Assurance
Energy Audit and Conservation
Maintenance Record Keeping

(2) Section 8 Management: (list below) – **Not Applicable**

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.
Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance – Not Applicable

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment 2 - FY 2000 Capital Fund Program Annual Statement
-or-

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number LA48P08250100 FFY of Grant Approval: (01/2001)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	19,044.00
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	3,300.00
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	158,105.00
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	190,449.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
LA082-003	Replace 88 exterior doors Install 88 security door screens. Install windows and security screens for 44 units Replace shingles on as many apartments as funds allow	003	158,105.00
LA082-003	Architectural services	003	3,300.00

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
LA082-003	12/31/02	12/31/03

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment 4 - FY 2000 Capital Fund Program Annual Statement
- or-

- ☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
LA082-003	Merryville Housing Authority	12	
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace heating units in 20 apartment.		10,000.00	2002
Continue to replace shingles as funds allow.		163,000.00	2002
New Lawn equipment.		8,000.00	2002
Replace kitchen cabinets.		4,000.00	2002
New ¾ ton work truck with tommy lift.		20,000.00	2003
replace tile in 10 apartments.		50,000.00	2003
Remodel and enlarge office.		20,000.00	2003
Replace sewer lines as needed		20,000.00	2003
Resurface parking lot		60,000.00	2003
New Lawn equipment.		8,000.00	2004
Continue to replace tile in 10 apartments.		50,000.00	2004
Continue adding wash rooms to apartments.		127,000.00	2004
Continue adding wash rooms to apartments.		130,000.00	2005
Continue to replace tile in 10 apartments.		50,000.00	2005
Total estimated cost over next 5 years		720,000.00	

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

- ☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- ☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- ☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”,

skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is

eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs

completing streamlined submissions may skip to component 11.)

2. Activity Description

☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:

(DD/MM/YYYY)

5. Number of units affected:
6. Coverage of action: (select one)
☐ Part of the development
☐ Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA **plan** to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☒ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 7/1/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Self sufficiency classes provided by Beauregard Parish County agents office. Various programs MHA office</i>	<i>15-20</i>	<i>Anyone interested</i>	<i>Beauregard Parish County Agents office</i>	<i>Public Housing</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	42	01-01-01
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

See Attachment K

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☒ Other (describe below)
Police officer living on site.

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☒ Other (describe below)
Tenants have contacted our office about suspicious activities that may be drug related.

3. Which developments are most affected? (list below)

Site B LA082-003

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents

- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is attached.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Attachment LA082113

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☒ Other: (list below)
Modernization
3. ☒ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (File name) **Attachment LA082e05**
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe)
Our resident commissioner and our other commissioners are appointed by the Mayor of Merryville.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☒ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)
Mayor of Merryville appoints Board Members

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Louisiana
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
Modernization
Full occupancy
- ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Required Attachments:

- A.** Admissions Policy for Deconcentration (LA082a01)
- B.** FY 2000 Capital Fund Program Annual Statement (LA082b02)
- C.** Statement for Operating Budget (LA082c03)
- D.** Organizational Chart (LA082d04)
- E.** Resident Advisory Board with comments (LA082e05)
- F.** Latest Audit (LA082f06)
- G.** Latest Progress report 1999 CIAP (LA082g07)
- H.** Original 1999 CIAP (LA082h08)
- I.** Grievance Procedure (LA082i09)
- J.** Required Certifications
 - Certification of payment to Influence Federal Transection
 - Drug Free Workplace
 - Certification by State Local Official of PHA
 - Plans Consistency with the Consolidated Plan (LA082j10)
- K.** Required Implementation of Public Housing Resident Community Service Requirement LA082k11)
- L.** Pet Policy (LA082l12)
- M.** Required Attachment; Statement of Progress (LA082m13)
- N.** Board Resolution excepting 5 year and Annual Plan (LA082n14)
- O.** ACOP (LA082o15)

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
LA082	90 with 2 units deprogramed for sheriff sub station and library.	166,152						

Section 18 Grievance Procedure

A. Purpose

To establish procedural requirements for applicants or residents who wish to challenge the MHA determination of the termination of the residential lease in the low-rent housing program, or any other action that may affect the Resident.

B. Terminations and Evictions

Residents of public housing may have their leases terminated and be subject to expedited eviction (after an expedited grievance process) for violent or drug-related criminal activity and felony convictions. Families evicted for drug-related criminal activity from public housing, tenant-based Section 8, or other federally assisted units are prohibited from being readmitted for 3 years.

C. Definitions

Grievance: Any dispute which the applicant or resident may have with respect to the MHA action or failure to act in accordance with the individual Resident's lease or the MHA regulations which are claimed to adversely effect the individual Resident's rights, duties, welfare or status.

Complainant: Any applicant or resident whose grievance is presented to the MHA under these procedures.

Elements of Due Process: An eviction action or a termination of tenancy in court of jurisdiction, the following procedural safeguards are required:

1. Adequate notice to the Resident of the grounds for terminating the tenancy and for eviction;
2. Right of the Resident to be represented by counsel;
3. Opportunity for the Resident to refute the evidence presented by the MHA, including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the Resident may have; and
4. A decision on the merit of the grievance.

Hearing Officer: The MHA may elect to use a method approved by the residents in the affected communities, or can appoint a person (who may be an officer or employee of the MHA) selected in a manner specified in the grievance procedures. The MHA has elected to use the method of appointing a person to be the Hearing Officer.

Resident: The adult person or persons who reside in the unit and who executed the lease with the MHA as the lessee of the dwelling unit or the resident who is remaining in the unit as the remaining head of household of the Resident family residing in the dwelling unit.

D. Applicability of the Grievance Procedure

1. This Grievance Procedure will be applicable to all individual grievances between Residents and the MHA except for any termination of tenancy or eviction that involves:
 - a. Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the MHA, or
 - b. Any drug-related criminal activity on or off such premises.
2. The MHA Grievance Procedure will not be applicable to disputes between tenants not involving the MHA or to class grievances. The Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of residents and the MHA Board of Commissioner.
3. When a family is adversely affected by reductions in welfare benefits as described, the rule requires the responsible entity to notify families that they have the right to a review through a formal grievance hearing or through the use of an informal hearing.
4. Community Service - Each public housing lease must have a 12-month term, which must be automatically renewed for all purposes except noncompliance by an adult member with the community service requirements which requires each adult resident to contribute 8 hours per month of community service (not including political activities), unless otherwise exempt. The 8 hour each month requirement can be a combination of HA-approved community service or economic self-sufficiency activities. *The procedures for this requirement are pending the publication of HUD's Final Rule.*

E. Lease Requirement

This Grievance Procedure is incorporated by reference into all Resident dwelling leases and is available for viewing at the MHA's main office and all development management offices.

Any changes proposed to this Grievance Procedure will provide for a 30-day notice to Residents and Resident Organizations, setting forth the proposed changes and providing an opportunity to respond in writing to the MHA before any revisions are made to the Grievance Procedure.

F. Failure to Request a Hearing

If the resident does not request a hearing in accordance with this section, then the Merryville Housing Authority's disposition of the grievance under section 3.0 shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Merryville Housing Authority's action in disposing of the complaint in an appropriate judicial proceeding.

G. Hearing Prerequisite

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal procedure prescribed in section 3.0 as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with section 3.0 to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

H. Procedures to obtain a hearing

Final**1. Escrow deposit.**

- a. Before a hearing is scheduled in any grievance involving the amount of rent that the MHA claims is due, the family must pay an escrow deposit to the MHA. When a family is required to make an escrow deposit, the amount is the amount of rent the MHA states is due and payable as of the first of the month preceding the month in which the family's act or failure to act took place. After the first deposit, the family must deposit the same amount monthly until the family's complaint is resolved by decision of the hearing officer or hearing panel.
- b. The MHA shall waive the requirement for an escrow deposit where required by 24 CFR 5.616 (concerning financial hardship of minimum rent requirements) or 24 CFR 5.618 (concerning reduction in welfare benefits related to work requirements). Unless the MHA waives the requirement in writing, the family's failure to make the escrow deposit will terminate the grievance procedure. A family's failure to pay the escrow deposit does not waive the family's right to contest in any appropriate judicial proceeding the MHA's disposition of the grievance.

I. Informal Settlement of Grievance

1. The Resident must, within ten (10) calendar days of the grievable event, request an informal settlement or grievance conference in writing to the management office in which the complainant resides.
 2. As soon as the written request for an informal settlement of a grievance is received by the management office of the development, the property manager shall review the request to be certain that neither of the following exclusions apply:
 - a. Any criminal activity which threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the MHA, or
 - b. Any drug-related criminal activity on or near such premises.
- Should one of the exclusions apply, the complainant will be notified in writing that the matter raised is not subject to these Grievance Procedures, with the reason thereof.
3. If neither of the exclusions cited above applies, the complainant will be contacted to arrange a mutually convenient time within ten (10) calendar days to meet to discuss the grievance informally and settle without a hearing. At the informal hearing the complainant will represent the grievance and the person in charge of the management office will attempt to settle the grievance to the satisfaction of both parties.
 4. Within seven (7) calendar days following the informal discussion, the MHA will prepare and either give or mail to the Resident a summary of the discussion that must specify the names of the participants, the dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and will specify the procedures by which a formal hearing under this procedure may be obtained if the complainant is not satisfied. A copy of this summary will also be placed in the Resident's file.

J. Request for a Formal Grievance Hearing

1. If the complainant does not agree with the settlement of the informal hearing, the complainant must

submit a written request for a hearing to the management office of the development where the Resident resides no later than ten (10) calendar days after the summary of the date of informal hearing summary.

2. If the complainants fail to request a formal hearing within ten (10) calendar days after receiving the summary of the informal hearing, the MHA's decision rendered at the informal hearing becomes final and the MHA is not obligated to offer the complainant a formal hearing unless the complainant can show and provide third party verification of a good cause why he/she failed to proceed in accordance with the procedure.
3. If the complainant requests a formal hearing as per the above requirement, the hearing officer will notify the complainant in writing of the time, place and procedures governing the hearing within seven (7) calendar days of the request. The notice will be either personally delivered to the complainant or sent by US mail, return receipt requested.

K. Selection of the Hearing Officer

A grievance hearing shall be conducted by an impartial person appointed by the Merryville Housing Authority other than a person who made or approved the action under review or a subordinate of such person.

The Merryville Housing Authority shall annually submit a list of prospective hearing officers. This list shall be provided to any existing resident organization for such organization's comments or recommendations. The Merryville Housing Authority shall consider any comments or recommendations by a resident organization.

From this list, a hearing officer shall be selected.

L. Procedures Governing the Hearing

The resident shall be afforded a fair hearing, which shall include:

1. The opportunity to examine before the grievance hearing any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Merryville Housing Authority does not make the document available for examination upon request by the resident, the Merryville Housing Authority may not rely on such document at the grievance hearing.
2. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
3. The right to a private hearing unless the resident requests a public hearing;
4. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority, and to confront and cross examine all witnesses upon whose testimony or information the Merryville Housing Authority relies; and
5. A decision based solely and exclusively upon the facts presented at the hearing.

The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.

If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for up to five business days or determine that the missing party has waived their right to a hearing. Both the Merryville Housing Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.

The following accommodation will be made for persons with disabilities:

1. The Merryville Housing Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
2. If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.

M. Informal Hearing Procedures for Denial of Assistance on the Basis of Ineligible Immigration Status

The participant family may request that the Merryville Housing Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The participant family must make this request within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

N. Decision of the Hearing Officer

The Hearing Officer shall prepare a written decision, together with the reasons therefor, within fourteen (14) calendar days after the hearing. A copy of the decision shall be sent to the resident and the Merryville Housing Authority. The Authority shall retain a copy of the decision in the resident's folder. A copy of such decision with all names and identifying references deleted shall also be maintained on file by the Merryville Housing Authority and made available for inspection by a prospective complainant, his or her representative, or the Hearing Officer.

The decision of the Hearing Officer shall be binding on the Merryville Housing Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Merryville Housing Authority's Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

- A. The grievance does not concern Merryville Housing Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
- B. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer or Board of Commissioners in favor of the Merryville Housing Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Annual Statement/Performance and Evaluation Report Capitol Fund Program (CFP) Part II: Supporting Pages			U.S. Department of Housing and Urban Development Office of Public and Indian Housing			Status of Proposed Work (2)	
Development Number/Name HA-Wide Activities	Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated	Funds Expended (2)
HA-Wide	Advertisement: help with plans	1410		\$ 1,000.00 \$ 2,300.00			
	Total Acct 1450 LA082003			\$ 3,300.00			
LA082003	Ext. Doors front and back	1460	44 units	\$ 26,000.00			
	Ext. Storm doors front and back	1460	45 units	\$ 25,000.00			
	windows and screens	1460	46 units	\$ 79,000.00			
	roof repair	1460		\$ 40,405.00			
	Total Account 1460 LA082003			\$ 170,405.00			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			
<div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> M. Lissa Sanderson 7-14-00 <input checked="" type="checkbox"/> Catherine D. Spivey 1/5/01 </div>							

Annual Statement/Performance and Evaluation Report
 Capitol Fund Program (CFP) Part III: Implementation Schedule

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reason for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)
HA-Wide	2002			2003		

Signature of Executive Director and Date
M. ... 7-14-00

Signature of Public Housing Director/Office of Native American Programs Administrator and Date
C. ... 1/5/01

1- To be completed for the Performance and evaluation report or a Revised Annual Statement
 2- To be completed for the Performance and Evaluation Report.

4 Page of 4

LR TARC DRAFT FORM (7/2000)

Annual Statement/Performance and Evaluation Report Capitol Fund Program (CFP) Part II: Supporting Pages			U.S. Department of Housing and Urban Development Office of Public and Indian Housing			Status of Proposed Work (2)	
Development Number/Name HA-Wide Activities	Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised (1)	Funds Obligated	Funds Expended (2)
LA082001	Operations	1406		\$ 19,044.00			
	Total Account 1460 LA082001			\$ 19,044.00			
	Total LA082001 & 002			\$ 190,449.00			
	Grant Amount			\$ 190,449.00			
Signature of Executive Director and Date				Signature of Public Housing Director/Office of Native American Programs Administrator and Date			
<i>Melissa Slaydon</i> 7-14-00 x				<i>Cathleen Dwyer</i> 1/5/01 x			

Annual Statement/Performance and Evaluation Report
Capitol Fund Program (CFP) Part I: Summary

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

H/A Name **MERRYVILLE HOUSING AUTHORITY**

Capitol Fund Grant Number

LA48P08250100

FFY of Grant Approval

Original Annual Statement ☒ Reserve for Disaster/Emergencies _____ Revised Annual Statement/Revision Number _____ Performance & Evaluation Report for Program Year Ending _____

Final Performance & Evaluation Report _____

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds	\$ -	\$ -	\$ -	\$ -
2	1406 Operations (May not exceed 10% of line 19)	\$ 19,044.00	\$ -	\$ -	\$ -
3	1408 Management Improvements	\$ -	\$ -	\$ -	\$ -
4	1410 Administration	\$ 3,300.00	\$ -	\$ -	\$ -
5	1411 Audit	\$ -	\$ -	\$ -	\$ -
6	1415 Liquidated Damages	\$ -	\$ -	\$ -	\$ -
7	1430 Fees and Costs	\$ -	\$ -	\$ -	\$ -
8	1440 Site Acquisition	\$ -	\$ -	\$ -	\$ -
9	1450 Site Improvement	\$ -	\$ -	\$ -	\$ -
10	1460 Dwelling Structures	\$ 168,105.00	\$ -	\$ -	\$ -
11	1465.1 Dwelling Equipment - Nonexpendable	\$ -	\$ -	\$ -	\$ -
12	1470 Nondwelling Structures	\$ -	\$ -	\$ -	\$ -
13	1475 Nondwelling Equipment	\$ -	\$ -	\$ -	\$ -
14	1485 Demolition	\$ -	\$ -	\$ -	\$ -
15	1490 Replacement Reserve	\$ -	\$ -	\$ -	\$ -
16	1495.1 Relocation Costs	\$ -	\$ -	\$ -	\$ -
17	1498 Mod Used for Development	\$ -	\$ -	\$ -	\$ -
18	1502 Contingency (May not exceed 8% of line 19)	\$ -	\$ -	\$ -	\$ -
19	Amount of Annual Grant (Sum of lines 2-18)	\$ 190,449.00	\$ -	\$ -	\$ -
20	Amount of line 19 Related LBP Activities	\$ -			
21	Amount of line 19 Related to Section 504 Compliance	\$ -			
22	Amount of line 19 Related to Security	\$ -			
23	Amount of line 19 Related to Energy Conservation Measures	\$ -			

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Merrilee Jordan 7-14-00

Carl Hume Jr. 11/5/04

1- To be completed for the Performance and evaluation report or a Revised Annual Statement
2- To be completed for the Performance and Evaluation Report.

1 Page of 4

LR TARC DRAFT FORM (7/2000)

**Capital Fund Program
(CFP) Amendment**

To The Consolidated Annual Contributions Contract
(form HUD-53012)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Whereas, (Public Housing Agency) Merryville Housing Authority (LA082) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) (ACC) Number(s) LA 082 03 dated Dec. 10, 1984:

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities in order to ensure that such developments continue to be available to serve low-income families: \$ 190,449 for Fiscal Year 20 00 to be referred to under Capital Fund Grant Number LA48P08250100, PHA Tax Identification Number (TIN) 72-0575463.

Whereas, HUD and the PHA are entering into this CFP Amendment Number 1.

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).
2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.
3. In accordance with the HUD regulations, the PHA Agency Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the PHA Agency Plan Capital Fund Annual Statement.
4. Subject to the provisions of the ACC(s), and to assist in the capital and management activities, HUD agrees to disburse to the PHA from time to time as needed up to the amount of funding assistance specified above.
5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the United States Housing Act of 1937 (the "Act") and all HUD regulations for a period of twenty years after the last disbursement of CFP

assistance for modernization activities and for a period of forty years after the last distribution of CFP assistance for development activities. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, for a period of ten years following the last payment of assistance from the operating fund to the PHA, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. If the PHA does not comply with any of its obligations under this Amendment, HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the PHA Agency Plan. In such case, the PHA shall only incur additional costs with HUD approval.
7. Implementation or use of funding assistance provided under this Amendment is subject to attached Corrective Action Order(s).
(mark one): ☒ Yes (MOA) ☐ No
8. The PHA acknowledges its responsibility for adherence to this Amendment by subgrantees to which it makes funding assistance hereunder available.

The parties have caused this Agreement to be effective as of the date of execution on behalf of the United States, as stated below.

U.S. Department of Housing and Urban Development By: <u>Catherine D. Lamberg</u> Date: <u>1/5/01</u>	PHA Executive Director By: <u>Melvin Clayton</u> Date: <u>7/14/00</u>
Title: Director Memphis Troubled Recovery Center	Title: <u>Executive Director</u>



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Troubled Agency Recovery Center, Memphis Office
One Memphis Place
200 Jefferson Avenue, Suite 300
Memphis, Tennessee 38103-2335

MAY 6 2000

Ms. Melissa Slaydon
Executive Director
Housing Authority of Merryville
P.O. Drawer L
Merryville, LA, 70653

Dear Ms. Slaydon:

SUBJECT: Low Income Public Housing - Operating Budget Approval,
Project No. LA082-001-00D.

We have received the Housing Authority submission of its Operating Budget for Fiscal Year Ending (FYE) 12/31/2000. The budget is approved as modified. We have enclosed a copy for your records.

According to the Performance Funding System (PFS) calculation, the HA is eligible for \$119,612 in Operating Subsidy. This funding is based on 98.5% of the Federal Fiscal Year (FFY) 2000 PFS eligibility. In addition, we have reviewed and processed the mandatory PFS adjustments for FYE 12/31/99. Due to HUD's current funding procedures, these adjustments were not processed with the budget at this time.

We forwarded the form HUD-52721, Direct Disbursement Payment Schedule Data, to the CFO National Finance Center for payment. The payment schedule will be forwarded to you by separate cover letter.

If you have any questions, please contact Sam Perrin, Financial Analyst, at (901) 544-3439 or Jesse Westover, Deputy Director, (901) 544-3434.

Sincerely,

A handwritten signature in cursive script, reading "Judy Wojciechowski", is positioned above the printed name.

Judy Wojciechowski
Director
Troubled Agency Recovery Center

Enclosure

cc: Ms. Bernice Burgess, Chairperson
P.O. Box 296
Merryville, LA 70653

Mr. Chester Drozdowski, Director
Office of Public Housing
Louisiana State Office
Hale Boggs Federal Building
501 Magazine Street, 9th Floor
New Orleans, LA 70130-3099

Mr. Jason Gamlin, Sr Community Builder
HUD New Orleans Office
Hale Boggs Federal Building
501 Magazine Street, 9th Floor
New Orleans, LA 70130-3099

TARC Team

Reading File

6AFF Finance Center

Calculation of Performance
Funding System Operating Subsidy
PHA/IHA-Owned Rental Housing

U. S. Department of Housing
and Urban Development
Office of public and Indian Housing

OMB Approval No. 2577-0029 (exp. 7/31/96)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for review instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U. S. Department of Housing and Urban Development, Washington, D. C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D. C. 20503. Do not send this completed form to either of the above addresses.

Name and Address of Public Housing Agency/Indian Housing Authority:(PHA/IHA)

[X] Budget submission to HUD required
[] Streamlined Budget Submitted to HUD

Type of Submission:

[X] Original

[] Revision No:

09/09/99

139

Number of HA Units	Units Months Available:(UMA'S)	Subject Fiscal Year:	ACC Number:	Project No.	Submission Date:
88	1056	12-31-00	FW-1266	LA082001 00 D	

Line No.	Description	Requested (PUM)	HUD Modifications (PUM)
----------	-------------	-----------------	-------------------------

Part A. Allowable Expenses and Additions

01	Previous allowable expense level (line 07 of form HUD-52723 for prev. fiscal year)	135.53	
02a	Line 01 multiplied by .005	0.68	
02b	Delta from form HUD-52720-B, if applicable (see instructions)		
03	"Requested" year units from latest form HUD-52720-A (see instructions)	88.90	
04	Add-ons to allowable expense level from previous fiscal year (see instructions)		
05	Total of lines 01, 02a, 02b and 04	136.21	
06	Inflation factor Inflation factor for 12-31-00 is not availa non metro	1.012	1.02700
07	Revised allowable expense level (AEL) (line 05 times line 06)	137.84	139.89
07a	Transition Funding		
07b	Increase to AEL		
08	Allowable utilities expense level from form HUD-52722-A	33,079.32	31.33
09	[Actual or [X] Est PUM cost of Independent Audit (IA) during subject fiscal yr.	2,500.00	2.37
10	Cost attributable to deprogrammed units		
11	Total Allowable Expenses and Additions (sum of lines 07 - 10)	171.54	173.59

Part B. Dwelling Rental Income

12	Total rent roll As of 8-1-99	4,940.00	
13	Number of occupied units as of rent roll date	74 72	
14	Average monthly dwelling rental charge per unit (line 12 divided by line 13)	67.67	66.76
15	Change factor	1.03	
16	Projected average monthly dwelling rental charge per unit (line 14 times line 15)	69.70	68.76
17	Projected occupancy percentage (see instructions)	88	
18	Projected average monthly dwelling rental income per unit (line 16 times line 17)	61.34	60.51

Part C. Non-dwelling income

19	Estimated Investment Income (EII)	1,500.88	1.42	
20	Excess Utilities 3,000 Non Dwelling rent 0 Other Income 200	3,200.00	3.03	
21	Total non-dwelling income (line 19 plus line 20)	4.45	3.03	
22	Total operating receipts (line 18 plus line 21)	65.79	63.54	
23	PUM deficit or (income) line 11 minus line 22	105.75	110.05	
24	Deficit or (income) before add-ons (line 23 times UMA's shown in heading 1056)	111,672	116,213	

Part D. Add-ons for changes Federal law or regulation and other eligibility

25	FICA Contributions SEE ATTACHED	1,633	
26	Unemployment Compensation H/A's Base Year 1970 ESTIMATE	280	
27	Flood insurance premiums	0	
28	Total Other (specify in Remarks section)	3,308	
28a	Add-on for Family Self Sufficiency Program library	1,654	
28b	Other Add-ons for Federal law or regulations		
28c	Unit reconfiguration		
28d	Non-dwelling units police substation	1,654	
28e	Long-Term vacant units		
29	Total add-ons (sum of lines 25 thru 28)	5,221	

Previous edition is obsolete for PHA/IHA Fiscal Years beginning 1/1/95 and thereafter

Page 1

form HUD-52723(12/94)
ref. Handbook 7475.13

Line No.	Description	Requested (PUM)	HUD Modifications (PUM)
Part E. Calculation of Operating Subsidy Eligibility Before Year-End Adjustments			
30	Deficit or (income) before year-end adjustments (total of lines 24 and 29)	116,893	121,434
31	I [Actual or I X I Estimated cost of Independent Audit (IA) during subject fiscal year	2,500	
32	PFS operating subsidy eligibility before year-end adjustments (greater of line 30 or line 31)(if less than zero, enter zero (0))	116,893	121,434
Part F. Calculation of Operating Subsidy Approvable for Subject Fiscal Year (Note: Do not revise after the end of the subject FY)			
33	Prior years' net year-end adjustments (identify FY's and amounts under Remarks)	1905	
34	Additional subject fiscal year operating subsidy eligibility (specify)		
35	Overobligations from prior fiscal years to be recovered in subject fiscal year	()	()
36	Unfunded eligibility in prior fiscal years to be obligated in subject fiscal year		
37	Incentive Adjustment (See attached)		
38	Other (specify)		
39	Other (specify)		
40	Unfunded portion due to proration <i>estimated 1.5% 7.5%</i>	(8,767)	(1,822)
41	Operating Subsidy approvable for subject fiscal year (total of lines 32 thru 40)	108,126	119,612
HUD Use Only (Note: Do not revise after the end of the subject FY)			
42	Amount by which projected year-end operating reserve exceeds maximum approvable level		()
43	Amount of operating subsidy approvable for subject fiscal year not funded		
44	Amount of funds obligated in excess of operating subsidy approvable for subject fiscal year		
45	Funds obligated in subject fiscal year (total of lines 41 thru 44) (Must be the same as line 690 of the Operating Budget, form HUD-52564, for the subject FY)		
Part G. Memorandum of Amounts Due HUD, Including Amounts on Repayment Schedules			
46	Total amount due in previous fiscal year (line 49 of form HUD-52723 for previous FY)		
47	Total amount to be collected in subject FY (identify individual amounts under Remarks)	()	()
48	Total additional amount due HUD (include any amount entered on line 44) (Identify individual amounts under "Remarks")		
49	Total amount due HUD to be collected in future fiscal year(s) (Total of lines 46 - 48) (Identify individual amounts under "Remarks")		
Part H. Calculation of Year-end Adjustment for Subject Fiscal Year			
This part is to be completed only after the subject fiscal year has ended			
50	Indicate the types of adjustments that have been reflected on this form:		
	<input type="checkbox"/> Utility Adjustment	<input type="checkbox"/> Unit Months Available(UMA'S)	
	<input type="checkbox"/> Target Investment Income (TII) Adjustment	<input type="checkbox"/> Dwelling Rent Loss	
	<input type="checkbox"/> Adjustment of Independent Audit (IA) Cost	<input type="checkbox"/> Add-Ons	
		<input type="checkbox"/> Other(Specify under Remarks)	
51	Estimated Investment Income (EII)		
52	Target Investment Income (TII)		
53	TII adjustment (line 51 minus line 52)		
54	Utility adjustment (line 22, form HUD-52722B)		
55	Combined Utility and TII adjustment (total of lines 53 and 54)		
56	Deficit or (Income) after year-end adjustments (total of lines 30 and 55)		
57	PFS operating subsidy eligibility after year-end adjustments (greater of line 31 or 56)		
58	Line 32 of latest form HUD-52723 approved during subject FY (Do not use line 32 of this revision)		
61	Net year-end adjustment for subject fiscal year (line 57 minus line 58)		
62	Unfunded portion due to proration		
63	Prorated net year-end adjustment for subject fiscal year		

I hereby certify that all information stated herein, as well as any information in the accompaniment herein, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012: 31 U.S.C. 3729, 3802)

Signature of Authorized HA representative & Date:

Signature of Authorized Field Office Representative & Date:

X *George E Betts* 9/10/99
George Betts

Judy Wyzulka 5/6/99

REMARKS:
Line 480 HUD-52564 (RBY) 173,630
50% of Line 480 (RBY) 86,815
RBY Reserves % 65%

Previous edition is obsolete for PHA/IHA Fiscal Years beginning 1/1/95 and thereafter

Operating Budget

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

OMB approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for review instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and System, U. S. Department of Housing and Urban Development, Washington, D. C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D. C. 20503. Do not send this completed form to either of the above addresses.

a. Type of Submission [X] Original [] Revision	b. Fiscal Year Ending 12-31-00	c. No. of months [X] 12 months [] Other	d. Type of HUD assisted projects 01 [X] PHA/IHA Owned Rental Housing 02 [] IHA Owned Mutual Help Homeownership 03 [] PHA/IHA Leased Rental Housing 04 [] PHA/IHA Owned Turnkey III Homeownership 05 [] PHA/IHA Leased Homeownership
e. Name of Public Housing Agency/Indian Housing Authority (PHA/IHA) Housing Authority of the City of Merryville			X Complete Budget submitted to HUD. Streamline Budget submitted to HUD. completed on 09/09/99
f. Address (City, State, Zip Code) # 139 P O L Merryville, La 70653			
g. ACC Number FW-1266	h. PAS/LOCCS Project No. LA082001,003		i. HUD Field Office New Orleans, Louisiana
j. No. of Dwelling Units 88	k. No of Units Months 1056	m. No. Of Projects 2	LA082001 00 D

Line No.	Acct. No.	Description (1)	Actuals	[X] Estimates	REQUESTED BUDGET ESTIMATES			
			Last Fiscal	[] or Actual	PHA/IHA Estimates		HUD Modifications	
			Year	Current Budget				
			1998	1999	2000	AMOUNT		AMOUNT
			PUM	PUM	PUM	(TO NEAREST \$10)	PUM	(TO NEAREST \$10)
			(2)	(3)	(4)	(5)	(6)	(7)
Homebuyers Monthly Payments for:								
010	7710	Operating expense			0.00			
020	7712	Earned Home Payments			0.00			
030	7714	Nonroutine Maintenance Reserve			0.00			
040	Total	Break-Even Amount	0.00	0.00	0.00	0		
050	7716	Excess/Deficit in Break-Even			0.00			
060	7790	Homebuyer Monthly Payment - Contra.			0.00			
Operating Receipts								
070	3110	Dwelling Rental	57.06	91.38	61.34	64,780	60.51	63,899
080	3120	Excess Utilities	5.95	6.55	2.84	3,000		
090	3190	Nondwelling Rental			0.00	0		
100	Total	Rental Income (lines 070, 080, and 090)	63.01	97.93	64.19	67,780	63.35	66,899
110	3610	Interest On General Fund Investment		1.33	1.42	1,500		
120	3690	Other Income	3.00	2.53	19.29	20,365		
130	Total	Operating Income	66.01	101.79	84.89	89,645	84.06	88,764
Operating Expenditures-Administration								
140	4110	Administrative Salaries	18.94	18.37	26.16	27,620	26.15	27,619
150	4130	Legal Expense			0.00	0		
160	4140	Staff Training			0.00	0		
170	4150	Travel	0.63	4.21	3.98	4,200		
180	4170	Accounting Fees	2.50	2.43	2.46	2,600		
190	4171	Auditing Fees	1.71	2.34	2.37	2,500		
200	4190	Other Administrative Expense	4.28	6.88	6.96	7,350		
	4195	Outside Management Fees			0.00			
210	Total	Administrative Expense	28.06	34.23	41.92	44,270	41.92	44,269
Tenant Services:								
220	4210	Salaries			0.00	0		
230	4220	Recreation, Publication and Other Services			0.00	0		
240	4230	Contract Costs, Training and Other			0.00	0		
250	Total	Tenant Services Expense	0.00	0.00	0.00	0		
Utilities:								
260	4310	Water	13.29	13.30	15.29	16,150		
270	4320	Electricity	4.29	3.38	4.29	4,530		
280	4330	Gas	14.78	17.32	0.62	650		
290	4340	Fuel			0.00			
300	4350	Labor			0.00			
310	4390	Other Utilities Expense	12.83	12.84	11.13	11,750		
320	Total	Utilities	45.19	46.84	31.33	33,080		

Name of PHA/IHA

Fiscal Year Ending

Housing Authority of the City of Merryville

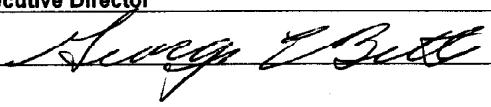
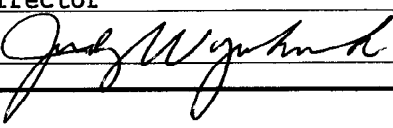
12-31-00

Line No.	Acct. No.	Description (1)	Actuals	[X] Estimates	Requested Budget Estimates			
			Last Fiscal	[] or Actual	PHA/IHA Estimates		HUD Modifications	
			Fiscal Year 1998	Current Budget Year 1999	2000	AMOUNT		AMOUNT
			PUM (2)	PUM (3)	PUM (4)	(TO NEAREST \$10) (5)	PUM (6)	(TO NEAREST \$10) (7)
Ordinary Maintenance and Operation:								
330	4410	Labor	29.15	31.28	27.73	29,280		
340	4420	Materials	14.13	13.60	14.20	15,000		
350	4430	Contract Costs	19.54	8.71	8.14	8,600		
	4431	Garbage and Trash Removal	2.01	14.04	14.20	15,000		
360	Total	Ordinary Maintenance & Operation	64.83	67.63	64.28	67,880		
Protective Services:								
370	4460	Labor			0.00	0		
380	4470	Materials			0.00	0		
390	4480	Contract Costs			0.00	0		
400	Total	Protective Services	0.00	0.00	0.00	0		
General Expenses:								
410	4510	Insurance	18.63	24.22	19.03	20,100		
420	4520	Payments in Lieu of Taxes	1.78	5.11	3.29	3,470		2917.87
430	4530	Terminal Leave Payments			0.00	0		
440	4540	Employee Benefit Contributions	4.02	4.04	4.57	4,830		
450	4570	Collection Losses	1.69		0.00	0		
460	4590	Other General Expense			0.00	0		
470	Total	General Expense	26.12	33.37	26.89	28,400		
480	Total	Routine Expense	164.20	182.07	164.42	173,630	114.42	173,629
Rent for Leased Dwellings:								
490	4710	Rents to Leased Dwelling Owners	0.00	0.00	0.00	0		
500	Total	Operating Expense	164.20	182.07	164.42	173,630	164.42	173,629
Nonroutine Expenditures:								
510	4610	Extraordinary Maintenance		0.84	2.84	3,000		
520	7520	Replacement of Equipment		3.82	6.68	7,050		
530	7540	Betterments and Additions			0.00	0		
540	Total	Nonroutine Expenditures	0.00	4.66	9.52	10,050		
550	Total	Operating Expenditures	164.20	186.73	173.94	183,680	173.94	183,679
Prior Year Adjustments:								
560	6010	Prior Year Adjustments Affecting Residual Rec.	-2.38		0.00	0		
Other Expenditures:			4620					
570		Deficiency in Residual Receipts/Preceding FY	0.00	0.00	0.00	0		
580	Total	Operating Expenditures, including prior year adjustments and other expenditures	161.82	186.73	173.94	183,680	173.94	183,679
590		Residual Receipts/or Deficit before HUD Contributions and provision for oper. reserve	(95.81)	(84.94)	(89.05)	(94,035)	(89.88)	(94,915)
HUD Contributions:								
600	8010	Basic Annual Contribution-Leased Projects	0.00	0.00	0.00	0		
610	8011	Prior Year Adjustments - (Debit) Credit			0.00			
620	Total	Basic Annual Contribution	0.00	0.00	0.00	0		
630	8020	Contributions Earned - Op. Sub: - Cur. Yr.	97.96	82.73	110.69	116,893	114.99	121,434
640	8021	Mandatory RFS Adjustments (net) 1998			0.00	0		
650		Other (Specify) 2000/1-5-1999 proration decrease 2%			-8.30	(8,767)	(1.73)	(1822)
660		Other (Specify) Income Incentive Adjustment			0.00	0		
670		Total Year-end Adjustments/Other	0.00	0.00	(8.30)	(8,767)	(1.73)	(1822)
680	8020	Total Operating Subsidy - Current Year	97.96	82.73	102.39	108,126	113.26	119,612
690	Total	HUD Contributions	97.96	82.73	102.39	108,126	113.26	119,612
700		Residual Receipts/or Deficit						
	7010	Enter here and on line 810	2.15	(2.21)	13.34	14,091	23.39	24,677

Name of PHA/IHA Housing Authority of the City of Merryville		Fiscal Year Ending 12-31-00	
		OPERATING RESERVES	
		HUD Modifications	
PART 1 - MAXIMUM OPERATING RESERVE - END OF CURRENT BUDGET YEAR:			
740	PHA / IHA-Owned Rental Housing 50% of Line 480, column 5 form HUD-52564		86,815

PART II - PROVISION FOR AND ESTIMATED OR ACTUAL OPERATING RESERVES AT FISCAL YEAR END			
780	Operating Reserve at End of Previous Fiscal Year - Actual for FYE (date):	1998	62,502.70
790	Provision for Operating Reserve - Current Budget Year (Check one) [X] Estimated for FYE [] Actual for FYE	1999	(20,369.08)
800	Operating Reserve at End of Current Budget Year (Check one) [X] Estimated for FYE [] Actual for FYE	1999	42,133.62
810	Provision for Operating Reserve - Requested Budget Year Estimated for FYE Enter Amount from Line 700	2000	14,091.16 24,697
820	Operating Reserve at End of Requested Budget Year Estimated for FYE (Sum of lines 800 and 810)	2000	56,224.78 66,831
830	Cash Reserve Requirement - % of line 480 Estimated Operating Reserves %		65%

Comments:

PHA/IHA Approval:	Name	<u>George Betts</u>	Date <u>9/10/99</u>
	Title	<u>Executive Director</u>	
	Signature	<u></u>	
Field Office Approval:	Name	<u>Judy Wojciechowski</u>	Date <u>3/6/00</u>
	Title	<u>Director</u>	
	Signature	<u></u>	

Direct Disbursement Payment Schedule Data
Operating Subsidies
Public Housing Program

U.S. Department of Housing
and Urban Development

Office of Public and Indian Housing

ONMB Approval No. 2577-0079

Line	Project No.	Public Housing Agency	Original	X
01	LA082001 00 D	Housing Authority of the City of Merryville	Original	
02	Fiscal Year End (FYE)	PHA/IHA Address	Revision	
	12-31-00	P O Box L Merryville, La 70653		

Part I - Eligibility Values

	(a)	(b)
	PHA/IHA Request	HUD Modifications
03 Subject Year Eligibility	1998	121,434
04 Mandatory Year End Adjustments	1998	
05 Estimated 2000 Proration decrease	1.5% 7.5%	(1,822)
06 Total Eligibility	108,126	119,612

Appx # 86X0163-00P

	(a) PGM Code	(b) Obligated Amount	(c) Retained Amount	(d) Scheduled Amount	(e) Funds Available But Not Scheduled
07a	PHA/IHA Request	108,126			
07b	HUD Modification	119,612		119,612	
08a	PHA/IHA Request				
08b	HUD Modification				
09a	PHA/IHA Request				
09b	HUD Modification				
10a	PHA/IHA Request	108,126			
10b	HUD Modification	119,612		119,612	

form HUD-52721

Project No.	LA082001-00 D	Fiscal Year End (FYE)	12-31-00	Page 2 of 5
Part II - Payment Entry Selection				
11	Program (PGM) Code:	PFS	PHA/IIHA Request	HUD Modification
12	Type of Payment Entry (Check one):	X	Manual Entry Go to Part VI)	
			X	System Calculation with Equal Monthly Payments
				System Calculation with Unequal Monthly Payments
Part III - System Calculation of Payment Schedule				
Payments Within Month				
13	Payments Equal Within Month? (Check Y or N)	N	PHA/IIHA Request	
			HUD Modification	
14	Pay Dates Within Month:	1	2	3
				4
15	Payment Percentage Within Month:		%	%
			%	%
Monthly Payment Allocation				
16	Percentage Payment for Each Month:	1	2	3
		4	5	6
		7	8	9
		10	11	12
	PHA/IIHA Request	%	%	%
	HUD Modification	%	%	%

Line

Part IV - Selection of payment Schedule Revision Method

17

Check One:

Manual Revision (Use Part VI)

System Assisted Revision (Use Part V)

Percentage Distribution of Remaining Balance (Use Part II and III)

Part V - System Assisted Payment Schedule Revision

18

Type of Payment Revision (check One):

Add/Changes (Use lines 19-20c)

Delete (Use lines 21-22)

Add/Change Revisions:

19

Source of Funds:

Existing Payments

PGM Code

19a

Transfer

from (choose one): Payment #

to Payment #

19b

Pay Date

to Pay Date

20

Source of Funds:

Unscheduled Funds

PGM Code

20a

Transfer

to (choose one): Payment #

20b

Pay Date

20c

Payment #'s

thru

(Equal Spread)

Delete Revisions:

21

Delete (choose one): Payment #

PGM Codes

22

Pay Date

PGM Codes

Part VI -Manual Payment Entry

	(a) PMT No.	(b) Scheduled Pay Date	(c) Total Scheduled Payment	(d) Scheduled Payment Pgm Code	(e) Scheduled Payment PGM Code	(f) Scheduled Payment PGM Code
PHA/IHA Requested HUD Modification	1	1-5-00	9,011			
PHA/IHA Requested HUD Modification	2	2-5-00	9,011			
PHA/IHA Requested HUD Modification	3	3-5-00	9,011			
PHA/IHA Requested HUD Modification	4	4-5-00	9,011			
PHA/IHA Requested HUD Modification	5	5-5-00	9,011			
PHA/IHA Requested HUD Modification	6	6-5-00	9,011			
PHA/IHA Requested HUD Modification	7	7-5-00	9,011			
PHA/IHA Requested HUD Modification	8	8-5-00	9,011			
PHA/IHA Requested HUD Modification	9	9-5-00	9,011			
PHA/IHA Requested HUD Modification	10	10-5-00	9,011			
PHA/IHA Requested HUD Modification	11	11-5-00	9,011			
PHA/IHA Requested HUD Modification	12	12-5-00	9,005			
PHA/IHA Requested HUD Modification	Total/Subtotal		108,126			
PHA/IHA Requested HUD Modification	Total/Subtotal					form HUD-52721

Part VII - Certification of Public Housing Agency/Indian Housing Authority

I certify that all applicable provisions of the Annual Contributions Contract covering the above numbered projects(s) have been complied with by this PHA/IHA and that this Form HUD-52721 and all supporting forms and documentation have been examined by me and to the best of my knowledge and belief are true, correct and complete and in accordance with all applicable HUD regulations and requirements including those relating to cash management.

Name of PHA/IHA

Housing Authority of the City of Merryville

Signature and Title of Official Authorized to Certify

Date

George Betts

Executive Director

9/10/99

PHA/IHA Comments

HUD Use Only**Field Office Approval**

Field Office Name

Signature and Title of Field Office Official

Date

MEMPHIS

Judy Wyndham Smith

5/6/00

Field Office Comments

Regional Accounting Division Comments

Entered Into LOCCS	By	Date	Time
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form HUD-52721

**PHA/IHA Board Resolution Approving
Operating Budget or Calculation of
Performance Funding System
Operating Subsidy**

U.S Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0000

Public Reporting for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget Paperwork Reduction Project (2577-0000), Washington, D.C. 20503.
Do not send this completed form to either of these addresses.

Acting on behalf of the Board of Commissioners of the below-named Public Housing Agency (PHA)/Indian Housing Agency (IHA), as its Chairman, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the board's approval of (check one or more as applicable):

	FYE: 12-31-00	(date)
<input checked="" type="checkbox"/>	Operating Budget Submitted on:	9/10/99
<input type="checkbox"/>	Operating Budget Revision Submitted on:	
<input checked="" type="checkbox"/>	Calculation of Performance Funding System Submitted on:	9/10/99
<input type="checkbox"/>	Revised Calculation of Performance Funding System Submitted on:	

I certify on behalf of the : Housing Authority of the City of Merryville THAT;

1. All regulatory and statutory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditures are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The calculation of eligibility for Federal funding is in accordance with the provisions of the regulations;
6. All proposed rental charges and expenditures will be consistent with provisions of law;
7. The PHA/IHA will comply with the wage requirements under 24 CFR 968.110(e) and (f) or 24 CFR 905.120(c) and (d);
8. The PHA/IHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i) or 24 CFR 905.120(g);
9. The PHA/IHA will comply with the requirements for the reexamination for family income and composition under 24 CFR 960.209, 990.115 and 905.315; and
10. The PHA/IHA will comply with the requirements for the certification of Housing Manager and Assistant Housing Manager positions (24 CFR 967.304 and 967.305).

I hereby certify that all information stated within, as well as any other information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 USC 3729, 3802)

Board Chairman's Name(type)	Signature: <i>Bernice V. Burgess</i>	Date: 9/10/99
-----------------------------	---	------------------

form HUD-52574 (08/31/94)

**Certification for a
Drug-Free Workplace
Public Housing Agency/Indian Housing Authority**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB NO 2577-0044(exp 10/31/92)

Public Reporting Burden for this collection of information is established to average 0.25 hours per response, including the time for reviewing instructions, examining existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600 and to the Office of Management and Budget Paperwork Reduction Project (2577-0044) Washington, D.C. 20503.

PHA Name:

Housing Authority of the City of Merryville

program/activity Receiving Federal Grant (mark one)

___ Devel ___ ☒ Operating Subsidy ___ CIAP ___ Sec.23 LSD

If Development of CIAP, enter the Federal

Fiscal Year in which the funds are expected to be reserved:

If Operating Subsidy or Section 23, enter the PHA'S Fiscal Year Ending

Date in which funds are expected to be obligated:

12-31-00

Acting on behalf of the above named PHA/IHA as its Authorized Official, I make the following agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

1. I certify that the above named PHA/IHA will provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the PHA'S/IHA'S workplace and specifying the actions that will be taken against employee's for violation of such prohibition.

b. Establishing a drug-free awareness program to inform employees about the following:

- (1) The dangers of drug abuse in the workplace:
- (2) The PHA/IHA'S policy of maintaining a drug-free workplace:
- (3) Any available drug counseling, rehabilitation and employee assistance programs and:
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee of the PHA/IHA be given a copy of the statement required by paragraph a:

d. Notifying the employee in the statement required by paragraph a, that, as a condition of employment with the PHA/IHA, the employee will do the following:

- (1) Abide by the terms of the statement: and
- (2) Notify the employer of any criminal drug statue conviction for a violation occurring in the workplace no later than five days after such conviction:

e. Notifying the HUD Field Office within ten days after receiving notice under subparagraph d. (2) from an employee or otherwise receiving actual notice of such conviction:

f. Taking one of the following actions within 30 days after receiving notice under subparagraph d. (2) with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee up to and including termination: or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency:

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

WARNING: 18U.S.C.1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.

2. Sites for Work Performance. The PHA/IHA shall list in the space provided below the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above. Place of Performance shall include the street address, city, county, state and zipcode. (if more space is needed, attach additional page(s) the same size as this form. Identify each sheet with the PHA/IHA name and address and the program/activity receiving grant funding.)

Signed by: (Name, Title & Signature of Authorized PHA/IHA Official)

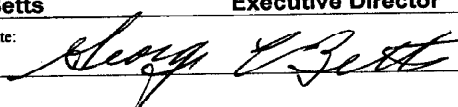
Name & Title

George Betts

Executive Director

Signature & Date:

X



9/10/99

form HUD-50070(12/4/89)

handbooks 7417.0 7475.13 7485.1

**Certification of Payments
to Influence Federal Transactions**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Applicant Name

Housing Authority of the City of Merryville

Program/Activity Receiving Federal Funding

PHA/IHA Owned Rental Housing

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 101,1010,1012; 31 U.S.C. 3729,3802)

Name of Authorized Official:

Title:

George Betts

Executive Director

Signature:

Date:

X



9/10/99

Previous edition is obsolete

form HUD 50071 (3/98)
ref. Handbooks 7417.0, 7475.13, 7485.1, & 7485.3

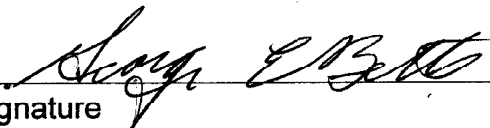
Salary Certification

Housing Authority of the City of Merryville

FYE: 12-31-00

100% of Official Time Certification:

This certifies that no employee has served in a variety of positions which exceed 100 % or his/her official time.



Signature



Date

Housing Authority of the City of Merryville
12-31-00
Number of Dwelling Units 88

	Income
dwelling rent	64,780
excess utilities	3,000
nondwelling rent	
interest	1,500
other income	20,365
subsidy	108,126
	197,771

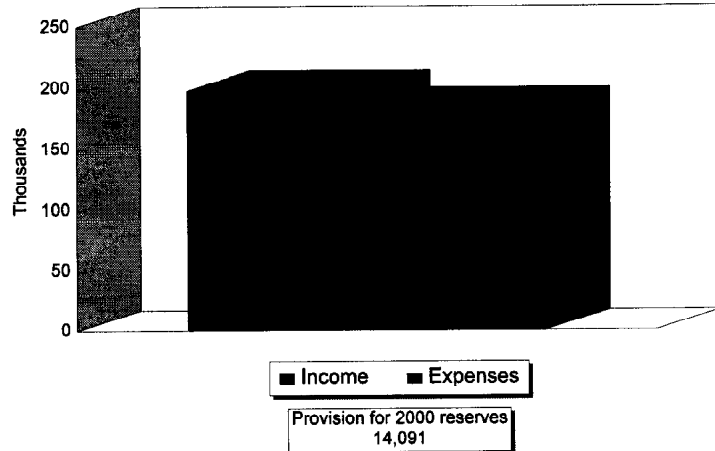
	Expense
administrative salaries	27,620
legal	
staff training	
travel	4,200
accounting	2,600
audit	2,500
sundry	7,350

Outside Management Fees	
t service salaries	
t service recreation	
t service contract costs	
water	16,150
electricity	4,530
gas	650
utility labor	
other utility expense	11,750
maintenance salaries	29,280
maintenance material	15,000
contract costs	8,600
garbage & trash removal	15,000
p service salaries	
p service materials	
p service contract costs	
insurance	20,100
PILOT	3,470
terminal leave	
employee benefits	4,830
collection loss	
other general expense	
extraordinary maintenance	3,000
replacement of equipment	7,050
betterments & additions	
	183,680

Income
197,771

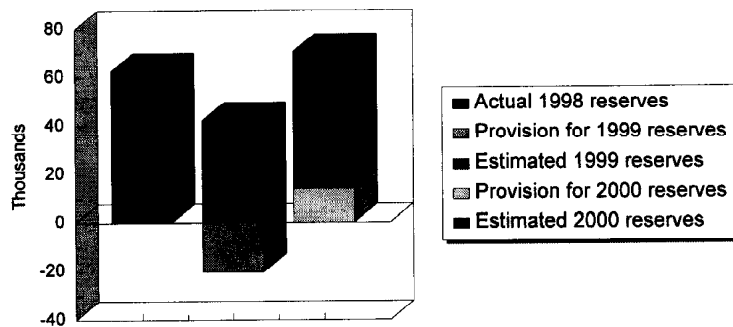
Expense
183,680

Comparison between Income and Expenditures



Actual 1998 reserves	62,502.70	64%
Provision for 1999 reserves	(20,369.08)	
Estimated 1999 reserves	42,133.62	49%
Provision for 2000 reserves	14,091.16	
Estimated 2000 reserves	56,224.78	65%

Reserves Comparison between
1998, 1999 & 2000



Housing Authority of the City of Merryville

Percentage Breakdown of Routine Expenses for 2000 Budget excluding Utilities & Audit

Number of Dwelling Units
88

3,470 (2.5%) payments in lieu of taxes

20,100 (14.6%) insurance

27,620 (20.0%) admin salaries

15,000 (10.9%) garbage & trash removal

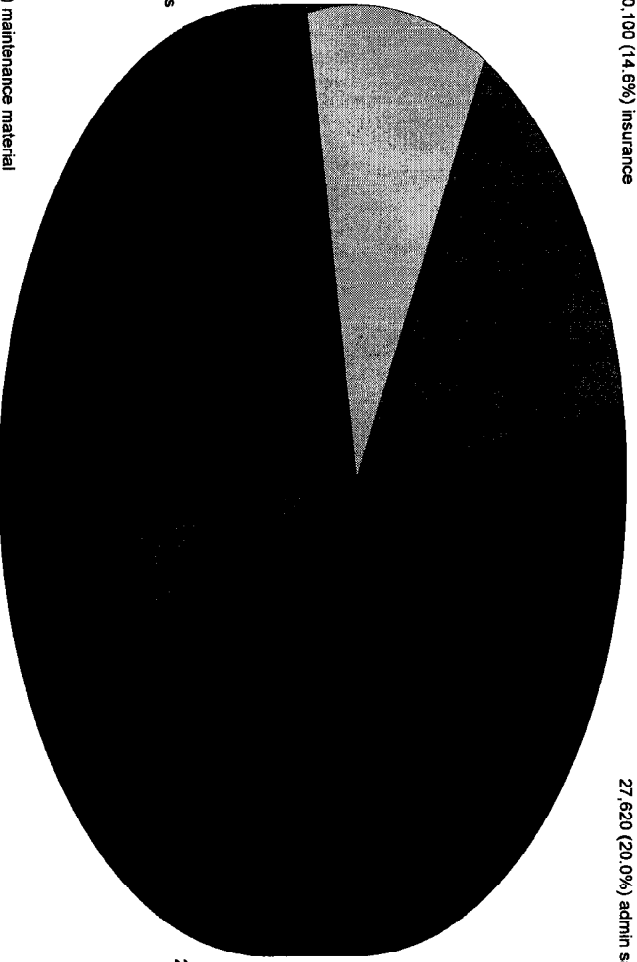
8,600 (6.2%) contract costs

15,000 (10.9%) maintenance material

2,500 (1.9%) other admin expenses
1,350 (5.3%) sundry

4,830 (3.5%) employee benefits
4,200 (3.0%) travel & staff training

29,280 (21.2%) maintenance salaries



Percentage Breakdown of Income

197,771

89,645 (45.3%) Operating Income

2,500 (1.3%) Audit subsidy

33,080 (16.7%) Utilities subsidy

72,546 (36.7%) Subsidy

Total Operating Subsidy
108,126

Breakdown of Routine Expense by Category

61,730 (44.7%) Total All Salaries & Benefits

23,600 (17.1%) Total Ordinary Maintenance

52,720 (38.2%) Total Other Expense



CALCULATIONS FOR CURRENT YEAR PROVISIONS

Housing Authority of the City of Merryville
 Estimated for year 12-31-99
 From Actuals For 7 Months

Income		47,328.53	
Current Month 1 thru		7	
X 12		12	
Total Estimated Income Before Subsidy			81,134.62
Budget 8020			88,356.00
Total Estimated Income			169,490.62
Total Routine Expenditures	-actual audit, 4530, 4570	100,753.18	
Less Insurance and PILOT for 6 Months		10,818.72	
		89,934.46	
Current Month 1 thru		7	
X 12		12	
Total Estimated Routine Expenditures			164,173.36
Budget Insurance	4510		25,870.00
Estimated 12 months PILOT	4520		2,994.92
Actual audit	4171		2,500.00
Actual terminal leave	4530		
Actual collection loss	4570		(658.58)
Budgeted extraordinary maintenance	4610		900.00
Budgeted replacement of equipment	7520		4,080.00
Budgeted betterments and additions	7540		
Misc	6010		
	2137		
Total estimated Expenses			189,859.70
Estimated Provision for reserves for Current Year			(20,369.08)

Operating Budget Schedule of All Positions and Salaries

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0026 (Exp. 10/31/95)

Name of Housing Authority				Locality		Fiscal Year Ending					
Housing Authority of the City of Merryville				POL Merryville, La 70653		12-31-00					
Position Title and Name By Organizational Unit and Function	Present Salary Rate As of 12-31-99	Requested Budget Year		Allocation of Salaries by Program							
		Estimated Budget Year No. Months	Amount	Management	S8	Modernization	Development	Other	Longevity	Method of Allocation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Administration											
Executive Director-George Belts	1635.08	1718.25	12	20,619	20,619	100	0	0	0	0	0
Part time office help	583.33		12	7,000	7,000	100	0	0	0	0	0
Total Administrative Salaries				27,619	27,619	100	0	0	0	0	0
Tenant Services											
			12	0	0						
Total Tenant Services Salaries				0	0						
Maintenance											
Maintenance-Arron Sellers		1498.67	12	17,984	17,984	100	0	0	0	0	0
Light Mobile Operator-Brenda Goodwin		941.33	12	11,296	11,296	100	0	0	0	0	0
Total Administrative Salaries				56,899	56,899	100	0	0	0	0	0
Tenant Services											
Maintenance											
Total Administrative Salaries				29,280	29,280	100	0	0	0	0	0
Tenant Services											
Maintenance											
Total Administrative Salaries				56,899	56,899	100	0	0	0	0	0

To the best of my knowledge all the information stated herein, as well as any information provided in the accompaniment herein, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3)

Executive Director or Designated Official: *George E. Belts*

Date: 9/10/99

This certifies that all positions identified, do not exceed 100% of any individual employees time.

Form HUD-52566(3/95)
ref: Handbook 7475.1

Schedule of Administration
Expense Other Than Salary

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for review instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U. S. Department of Housing and Urban Development, Washington, D. C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D.C. 20503.

Do not send this completed form to either of the above address.

Name of Housing Authority: Housing Authority of the City of Merryville		Locality: P O L Merryville, La 70653					Fiscal Year End: 12-31-00		
		(2) Total	(3) Management 0	%	(4) Existing 0	%	(5) voucher 0	%	(6) Other 0
1	Legal Expense (see Special Note in Instructions)		0		0		0		0
2	Training (list and provide justification)		0		0		0		0
3	Travel Trips to Conventions and Meetings (list and provide justification)	2,500	2,500		0		0		0
4	Other Travel: Outside Area of Jurisdiction	500	500		0		0		0
5	Within Area of Jurisdiction	1,200	1,200		0		0		0
6	Total Travel	4,200	4,200	100	0		0		0
7	Accounting	2,600	2,600	100	0	0	0	0	0
8	Auditing	2,500	2,500	100	0	0	0	0	0
9	Sundry Rental of Office space		0		0		0		0
10	Publications		0		0		0		0
11	Membership Dues and Fees (list organization and amount)	100	100		0		0		0
12	Telephone, Fax, Electronic Communications	2,700	2,700		0		0		0
13	Collection Agent Fees and Court Costs	250	250		0		0		0
14	Administration Services Contracts (list and provide justification) **		0		0		0		0
15	Forms, Stationery and Office Supplies	4,000	4,000		0		0		0
16	Other sundry Expense (provide Breakdown)	300	300		0		0		0
17	Total Sundry	7,350	7,350	100	0		0		0
18	Total Administration Expense Other Than Salaries	16,650	16,650		0		0		0

** Service Agreements

To the best of my knowledge, all the information stated herein, as well as any information provided in the accompaniment herewith, is the true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C., 1001, 1010, 1012; 31 U.S.C. 3729,3802)

Signature of authorized representative and Date:

X George L. Betts 9/10/99
form HUD-52571 (3/95)
ref. Handbook 7475.1

**U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Public reporting burden for this collection of information is estimated to average 15 hours per response, including the time for review instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Development, Washington, D. C. 20410-3650 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0025), Washington, D. C. 20503. Do not send this completed form to either of the above addresses.

Fiscal Year Ending

12-31-00

form HUD-52567 (395)
ref. Handbook 7475.1

Summary of Budget Data and Justifications

**U. S. Department of Ho
and Urban Development
Office of Public and Indian Housing**

OMB approval No. 2577-0026 (exp. 10/31/97)

Public reporting burden for this collection of information is estimated to average 116 hours per response, including the time for review instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U. S. Department of Housing and Urban Development, Washington, D. C. 20410-3600 and to the Office of Management and Budget, Paperwork Reduction Project (2577-0026), Washington, D. C. 20503. Do not send this completed form to either of the above addresses.

Name of Housing Authority:

Locality:

Fiscal Year End:

Housing Authority of the City of Merryville

P O L
Merryville, La 70653

12-31-00

Operating Receipts

Dwelling Rent: Explain basis for estimate. For HUD-aided low-rent housing, other than Section 23 Leased housing, state amount of latest available total HA monthly rent roll, the number of dwelling units available for occupancy and the number accepted for the same month end. Cite HA policy revisions and economic and other factors which may result in a greater or lesser average monthly rent roll during the Requested Budget Year. For Section 23 Leased housing, state the number of units under lease, the PUM price, and whether or not the cost of utilities is included. If not included, explain method for payment at utility costs by HA and/or tenant.

61.34 X 1,056 = 64,780 Estimated Dwelling Rent

Excess Utilities: (Not for Section 23 leased housing.) Check appropriate spaces in item 1, and explain "Other". Under item 2, explain basis for determining excess utility consumption. For example, Gas; individual check meters at OH-100-1, proration of excess over allowances at OH-100-2, etc. Cite effective date of present utility Allowances. Explain anticipated changes in allowances or other factors which will cause a significant change in the total amount of excess utility charges during Requested Budget Year.

1. Utility Services Surcharges: Gas Electricity Other (Specify) _____

2. Comments

3,000 **Total Excess Utilities**
Based on actual experience

**** Reduced because gas is now tenant supplied**

Non dwelling Rent (Not for Section 23 Leased housing.) Complete item 1, specifying each space rented, to whom and the rental term. For example: Community Building Space - Nursery School - \$50 per month, Etc. Cite changes during the Requested Budget Year effecting estimated Non-dwelling Rental income.

[illegible]

2. Comments

\$ 1,500 (Documentation attached)

Repairs	3,500
Keys	50
Lawn Mowing	
Court costs	
Waived PILOT	
99 CIAP/1406	16,615
\$	20,165

Late fees	
Returned check charges	
Laundry	
Vending machines	
Pay phones	
Community Room	
lawn mowing	200
Rent from police units	
Other HUD programs	
	\$ 200

Non PFS Income	20,165
PFS Income	<u>200</u>
Total Other Income	20,365

Note: The number of equivalent full-time positions and the amount of salary expense designated for all positions "M" on Form HUD-52566 must be equitably distributed to account lines **Ordinary Maintenance and Operation-Labor, Extraordinary Maintenance Work Projects, and Betterments and Additions Work Projects.**

Account Line	Total Number of Positions (1)	Equivalent Full-Time Positions (2)	HUD-Aided Management Program			
			Salary Expense			
			Management (3)	S/8 (4)	Modernization (5)	Other (6)
Administration-Nontechnical Salaries			27,619	0	0	0
Administration-Technical Salaries						
Ordinary Maintenance and Operation-Labor			29,280		0	0
Utilities-Labor			0			
Other (Specify)(Legal, etc.) Tenant Service			0			
Extraordinary Maintenance Work Projects						
Betterments and Additions Work Projects						

- 1 Carry forward to the appropriate line on HUD-52564, the amount of salary expense shown in Column (3) on the corresponding line above. Carry forward to the appropriate line on HUD-52564 (Section 23 Leased Housing Budget), the amount of salary expense shown in Column (4) on the corresponding line above.
- 2 The amount of salary expense distributed to Extraordinary Maintenance Work Projects and to Betterments and Additions Work Projects is to be included in the cost of each individual project to be performed by the HA Staff, as shown of HUD-52567.

Specify all proposed new positions and all present positions to be abolished in the Requested Budget Year. Cite prior HUD concurrence in proposed staffing changes or present justification for such changes. Cite prior HUD concurrence in proposed salary increases for Administration Staff or give justification and pertinent comparability information. Cite effective date for current approved wage rates (form HUD-52158) and justify all deviations from these rates.

Travel, Publications, Membership Dues and Fees, Telephone and Telegraph, and Sundry: In addition to "Justification for Travel to Conventions and Meetings" shown on form HUD-52571, give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for these accounts in the Current Budget Year. Explain basis for allocation of each element of these expenses.

	L/R	S/8
4170		
Accounting	2,270	
Operating Budget	250	
Operating Budget Revision	80	
	<u>2,600</u>	0

Utilities: Give an explanation of substantial Requested Budget Year estimated increases over the PUM rate of expenditures for each utility service in the Current Budget Year. Describe and state estimated cost of each element of "Other Utilities Expense."

Water	16,150
Electricity	4,530
Gas	650
Sewer	11,750
Other	
	<u>33,080</u>

Ordinary Maintenance & Operation - Materials:
for materials in the Current Budget Year.

4	water heaters	280
	Material	<u>14,720</u>
	Total	<u>15,000</u>

Ordinary Maintenance & Operation - Contract Costs: List each ordinary maintenance and operation service contracted for and give the estimated cost for each. Cite and justify new contract services proposed for the Requested Budget Year. Explain substantial Requested Budget Year increases over the PUM rate of expenditure for Contract Services in the Current Budget Year. If LHA has contract for maintenance of elevator cabs, give contract cost per cab.

Garbage collections	<u>15,000</u>	A/C & heating repairs	
Plumbing		Janitorial	
Carpentry	<u>1,600</u>	Cathodic protection	
Yard mowing		Pipe line survey	
Pest control	<u>3,000</u>	Misc	
Equipment repairs	<u>2,000</u>		
Interior painting	<u>1,200</u>		
Electrical repairs	<u>800</u>		
Total		\$	<u>23,600</u>

Insurance: Give an explanation of substantial Requested Budget Year estimated increases in PUM rate for insurance over the Current Budget Year. Cite changes in coverage, premium rates, etc.

	Total	L/R	%	S/B	%	Other	%
F & EC	15,000	15,000	100	0		0	0
OL & T/Liability		0	100	0		0	0
Auto	2,300	2,300	100	0		0	0
Workman's Comp	2,500	2,500	100	0		0	0
Bond	150	150	100	0		0	0
Officer's Liability		0	100	0		0	0
Flood		0	100	0		0	0
LHC Fee	150	150	100	0		0	0
Other				0			
Total	20,100	20,100		0		0	

Employee Benefit Contributions: List all Employee Benefit plans participated in. Give justification for all plans to be instituted in the Requested Budget year for which prior HUD concurrence has not been given.

					100% L/R	Existing	other
(1) FICA	56,899	X	0.0765 =	4,353	4,350	0	0
(2) Hospitalization		X	12 =	0	0	0	0
(3) Retirement		X	12 =	0	0	0	0
(4) Unemployment	28,000	X	0.01000 =	280	280	0	0
(5) Civil Service	48,296	X	0.00404 =	195	200	0	0
(6) FICA on car allowance		X	0.0765 =	0	0	0	0
				4,828	4,830	0	0
(4) Unemployment	7,000 x 4						
(5) Civil Service	15,000 x 2 + 18,296						

Collection Loss: State the number of tenants accounts receivable to be written off and the number amount of all accounts receivable for both present and vacated tenants as of the month in which the estimate was computed.

\$ _____

Extraordinary Maintenance, Replacement of Equipment, and Betterment and Additions: Cite prior HUD approval or give justification for each nonroutine work project included in the Requested Budget and for those for future years which make up the estimate on form HUD-52570. Justify information incorporated on or attached to form HUD-52567 need not be repeated here.

Contracts: List all contracts, other than those listed on page 3 under Ordinary Maintenance & Operations (OMO). Cite the name of the contractor, type of contract, cost of contract, and contract period. Justification must be provided for all contract services proposed for the Requested Budget Year (RBY). Explain substantial RBY increases over the PUM rate of expenditure for these contracts in the Current Budget Year.

PHA-OWNED RENTAL HOUSING PERFORMANCE FUNDING SYSTEM
CALCULATION OF ALLOWABLE UTILITIES EXPENSE LEVEL

Public Housing Agency Housing Authority of the City of Merryville		Old Project Nos. LA082001,003		New Project Nos.		FYE 12-31-00 Account # FW-1266	Submission Original <input checked="" type="checkbox"/> X Revision _____	
--	--	--------------------------------------	--	------------------	--	---	--	--

LINE NO.		Unit Months Available	Water Consumption	Electric Consumption	Gas Consumption	FUEL (SPECIFY TYPE)		
						SEWER		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01	UMA and Actual Consumption for Old Projects for Twelve-Month Period Which Ended on the Date stated in Regulations 98	1,056	flat rate	34,658				
02	UMA and Actual Consumption for Old Projects for Twelve-Month Period Which Ended One Year before Date Stated in Regulations 97	1,056	flat rate	32,621				
03	UMA and Actual Consumption for Old Projects for Twelve-Month Period Which Ended Two Years before Date Stated in Regulations 96	1,056	flat rate	35,637				
04	Accumulated UMA and Actual Consumption of Old Projects	3,168	0	102,916	0	0		
05	Estimated Unit Months Available for Old Projects for Requested Budget Year	1,056						
06	Ratio of Unit Months Available for Old Projects							
07	Estimated UMA and Consumption for Old Projects for Requested Budget Year	1,056	0	34,305	0	0		
08	Estimated UMA and Consumption for New Projects				** 720			
09	Total Estimated UMA and Consumption for Old and New Projects for Requested Budget Year	1,056	0	34,305	720	0		
10	Estimated Cost of Consumption on Line 09 for Requested Budget Year Line 8: PFS	33,079	16,154	4,533	646	11,747		
11	Total Estimated Cost for Requested Budget Year Rounded LINE 320: BUDGET	33,080	16,150	4,530	650	11,750		
12	Estimated PUM Cost of Consumption for Requested Budget Year LINE 8: PFS	31.33						
12a	Rate		1346.15	0.13213	0.89730	978.90		
12b	Consumption			KWH		Average Monthly		

HUD-52722A

** Gas is now tenant supplied. Estimated consumption has been used for the office.

Interest on General Fund Investments
Computation of Estimated Investment Income
Housing Authority of the City of Merryville
12-31-00

[illegible]

Office of Public and Indian Housing

OMB NO. 2577-0028 (Expires 8/31/87)

1 Name of PHA/IHA
Merrill House A-100-11

2. Report Date	Month	Day	Year

[illegible]

The information of this form has been verified and is accurate to the best of my knowledge

Signature of PHA/IHA Official

Title of Official

Date Prepared

Review: This Edition (8-81) may be used until exhausted. Original to Local HUD Office, copy to PHA/HA

**HA Calculation of
Occupancy Percentage
for a Requested Budget Year (RBY)**
PHA/IHA-Owned Rental Housing Performance
Funding System (PFS)

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0066 (Exp. 8/13/98)

1a. Name of PHA/IHA Housing Authority of the City of Merryville			2a. Contact: (Person who can best answer questions about this submission) George Betts		
1b. Street Address: P O L			2b. Contacts Phone No: (Include area code)		
1c. City: Merryville, La 70653	1d. State	1e. Zip Code:			
3. RBY Beginning Date (mo/day/yr) 12-31-00	4. Type of Submission <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No.	5. PAS/LOCCS Project No. LA082001,003	6. Report Date: (check one box) <input checked="" type="checkbox"/> Actual Day <input type="checkbox"/> Average for Actual Month 6-30-99	7. Data Source: <input checked="" type="checkbox"/> form HUD-51234 <input type="checkbox"/> Rent Roll <input type="checkbox"/> Records	

Part A. Actual Occupancy Data as of Report Date

8. Units Occupied	74
9. Units Available	88
10. Actual Occupancy Percentage (Divide line 8 by line 9 ; multiply by 100 and round to nearest whole)	84 %

11. If the HA-wide occupancy percentage shown on line 10 is 97% or greater and the HA believes that an average occupancy rate of at least 97% is sustainable for the RBY, then check the box below. You have completed the form and do not need to proceed further.

**Stop
&
Note**

☐ High Occupancy HA: Occupancy Percentage is 97% or higher and is sustainable for the RBY > Use 97% as the Projected Occupancy Percentage on line 17 of form HUD-52723

12. Units vacant as of Report Date (subtract line 8 from line 9 and enter result)

14

13. If the result on line 12 is five or fewer vacant units and the HA believes that during the RBY: 1) the inventory (line 9) will not change; and, 2) the number of vacant units on line 12 will be vacant for the full RBY, then check the box below. You have completed the form and do not need to proceed further.

**Stop
&
Note**

☐ High Occupancy HA with five or fewer vacant units > Use line 10 for the Projected Occupancy Percentage on line 17 of form HUD-52723

Part B. Distribution of Actual Vacancies by Major Cause

Given below are circumstances and actions recognized by HUD as possible causes of vacancies that are beyond the control of the HA to correct. If appropriate, please distribute the number of vacant units reported on line 12 among these causes. Attach sheet identified with HA name and address, the RBY beginning date, and ACC number. Use the sheet to describe, for each circumstance; when the circumstance occurred, the location of the units involved; why the circumstance is preventing the HA from occupying, selling, demolishing, rehabilitating, reconstructing, consolidating or modernizing the vacant units; and the likelihood that these circumstances will be mitigated or eliminated in the RBY.

14. Units vacant because of litigation (e.g. units that are being held as part of court-ordered or HUD approved desegregation plan)	
15. Units vacant because of Federal, Tribal, or State laws of general applicability. (Note: do not include units vacant only because they do not meet minimum construction or habitability standards.)	

Part C. Status of Units Undergoing Modernization as of Report Date

If changes occur after the Report Date but prior to submission of

this form, the most current status will be shown.

26. Protected Units	Occupied Units	Vacant units
a: Number of units that are under modernization construction (Contract awarded or force account work started)		5
b: Number of units not under construction contract but included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFY's after FFY of approval) has not yet expired.		
27. Unprotected Units; Number of units included in a HUD-approved modernization budget where the time period for placing the units under construction (two FFY's after FFY of approval) has expired.		

Part D. Units Estimated to be Available for Occupancy During RBY

	(a) No of units	(b) Avg. No of mos. in RBY	(c) no of Unit Mos. (a x b)
28. Units Available as of Report Date (Enter line 9)	88	12	1056
29. Additional Units Available During RBY because of Development/Acquisition of PFS-Eligible projects	+		
30. Units Unavailable During RBY because of Demolition/Disposition/Conversion Actions Approved by HUD	-		
31. Total (Add lines 28 and 29; subtract line 30)	88		1056

Part E. Units Estimated to be Occupied During RBY

	(a) No of units	(b) Avg. No of mos. in RBY	(c) no of Unit Mos. (a x b)
32. Units Occupied as of Report Date (Enter line 8)	74	12	888
33. Additional Units Occupied during RBY because of Development/Acquisition of PFS-Eligible Projects	+	12	0
34. Reoccupancy during RBY of Units Vacated for Circumstances Beyond The HA's Control	+	12	0
35. Reoccupancy during RBY of Vacant Units in a Funded Modernization Program	+	12	0
36. Occupied Units in Funded Modernization Program Being Vacated during RBY	-	12	0
37. Occupied Units Being Vacated during RBY because of Demolition/Disposition/Conversion Actions Approved by HUD. If there are occupied units that become vacant after the Report Date but before the start of the RBY because of circumstances and actions beyond the HA's control, place that number here () and include in total shown on 37. Attach separate sheet with same information requested in Part C.	-		
38. Total (Add lines 32-35; subtract lines 36 and 37)	74		888

Part F. Occupancy Percentage During RBY

39. Total Unit Months of Occupancy (Enter line 38c)	888
40. Total Unit Months Available for Occupancy (Enter line 31c)	1056
41. Occupancy Percentage for RBY (Divide line 39 by line 40; multiply by 100 and round to nearest whole)	84 %
42. Average Number of Vacant Units During RBY (Subtract line 39 from line 40; divide results by 12 and round to nearest whole)	14

43. If the result on line 41 is 97% or higher or if the result on line 42 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

**Stop
&
Note**☐

a. High Occupancy HA; Occupancy Percentage is 97% or higher for the RBY

> Use 97% as the Projected Occupancy Percentage on line 17 of form HUD-52723

☐

b. High Occupancy HA with five or fewer vacant units

> Use line 41 for the Projected Occupancy Percentage on line 17 of form HUD-52723

Part G. Vacancy Percentage for RBY Adjusted for Modernization

44. Total Unit Months of Vacancy on RBY (Enter line 40 less line 39)		168
45. Total Units Months for Vacant Units in Funded Mod. and Under Construction or Funded for Construction (Sum the vacant units of lines 26a and b; multiply by 12)	60	
46. If any of the vacant units on lines 26a or b will be reoccupied during the RBY, enter that number times the average number on months during the RBY these units will be reoccupied.	0	
47. If any of the occupied units on lines 26a or b will be vacated during the RBY for mod. construction, enter that number times the average number of months during the RBY these units will be vacated.	0	
48. Total Units Months for Vacant Units in Funded Mod. and Under Construction or Funded For Construction in RBY (Add line 45; less line 46; plus line 47)		60
49. Total Unit Months of Vacancy in RBY Adjusted for Modernization (Enter line 44 less line 48)		108
50. Vacancy Percentage for RBY Adjusted for Modernization (Divide line 49 by line 40; multiply by 100; and round to nearest whole)		10 %
51. Average Number of Vacant Units in RBY Adjusted for Modernization (Divide line 49 by 12; round to nearest whole)		9

52. If the result on line 50 is 3% or lower or if the result on line 51 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

**Stop
&
Note**☐

a. High Occupancy HA: Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment

> Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723

☐

b. High Occupancy HA: five or fewer vacant units after Modernization Adjustment

> Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723

Part H. Vacancy Percentage for RBY Adjusted for Both Modernization and Beyond Control Circumstances

53. Total Unit Months of Vacancy in RBY (Enter line 44)	168
54. Total Unit Months of Vacancy on RBY Due to Modernization (Enter line 48)	60
55. Total Unit Months of Vacancy in RBY Due to Beyond Control Vacancies (Enter line 21 times 12; less any entry made on line 34c.)	0
56. Total Unit Months of Vacancy After Above Adjustments (Enter line 53 less 54 and 55)	108
57. Vacancy Percentage for RBY After Above Adjustments (Divide line 56 by line 40; multiply by 100; and round to nearest whole)	10 %
58. Average Number of Vacant Units in RBY After Above Adjustments (Divide line 56 by 12; round to nearest whole)	9

59. If the result on line 57 is 3% or lower or if the result on line 58 is five or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

**Stop
&
Note**

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | a. High Occupancy HA; Vacancy Percentage is 3% or less for the RBY after Modernization Adjustment | > Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723 |
| <input type="checkbox"/> | b. High Occupancy HA; five or fewer vacant units after Modernization Adjustment | > Use line 41 as the Projected Occupancy Percentage on line 17 of form HUD-52723 |

Part I. Adjustment for Long Term Vacancies If the HA estimates that it will have a vacancy percentage of more than 3% for its RBY and more than five vacant units after adjusting for vacant units undergoing modernization and vacancies beyond its control, the HA will exclude all of its long-term vacancies (if any) from its count on units available for occupancy and use this section to determine its projected occupancy percentage.

60. Total Long-Term Vacancies (Subtract vacant units shown on lines 21, 26a and b from line 12. Analyze remaining vacancies and identify those units that have been vacant for more than 12 months as the Report Date.)	
61. Total Months of Vacancy Associated With Long-Term Vacancies (Multiply by line 60 by 12)	0
62. Total Unit Months Available for Occupancy in RBY Adjusted for Long-Term Vacancies (Subtract line 61 from line 31(c)) Use this UMA number in all other PFS calculations.	1056
63. Occupancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 38(c) by line 62; multiply by 100 and round to nearest whole)	84 %
64. Average Number of Vacant Units in RBY after All Adjustments (Subtract line 60 from line 58)	9
65. Total Unit Months of Vacancy in RBY after All Adjustments (Subtract line 61 from line 56)	108
66. Vacancy Percentage for RBY Adjusted for Long-Term Vacancies (Divide line 65 by line 62; multiply by 100 and round to nearest whole)	10 %

67. If the result on line 63 is 97% or higher or if the result on line 64 is five or less or if the result on line 66 is 3% or less, then check the appropriate box below. You have completed the form and do not need to proceed further.

**Stop
&
Note**

- | | | |
|--------------------------|--|---|
| <input type="checkbox"/> | a. High Occupancy HA: Occupancy Percentage is 97% or higher for the RBY after Long-Term Vacancies Adjustment | > Use 97% as the Projected Occupancy Percentage on line 17 of form HUD-52723 Use the UMA result on line 62 in calculating PFS eligibility. |
| <input type="checkbox"/> | b. High Occupancy HA: Five or fewer vacant units after Adjustment for Long-Term Vacancies | > Use line 63 as the Projected Occupancy Percentage on line 17 of form HUD-52723 Use the UMA result on line 62 in calculating PFS eligibility. |
| <input type="checkbox"/> | c. High Occupancy HA; Vacancy Percentage is 3% or lower for the RBY after Long-Term Vacancies Adjustment | Use line 63 as the Projected Occupancy Percentage on line 17 of form HUD-52723 Use the UMA result on line 62 in calculating PFS eligibility. |

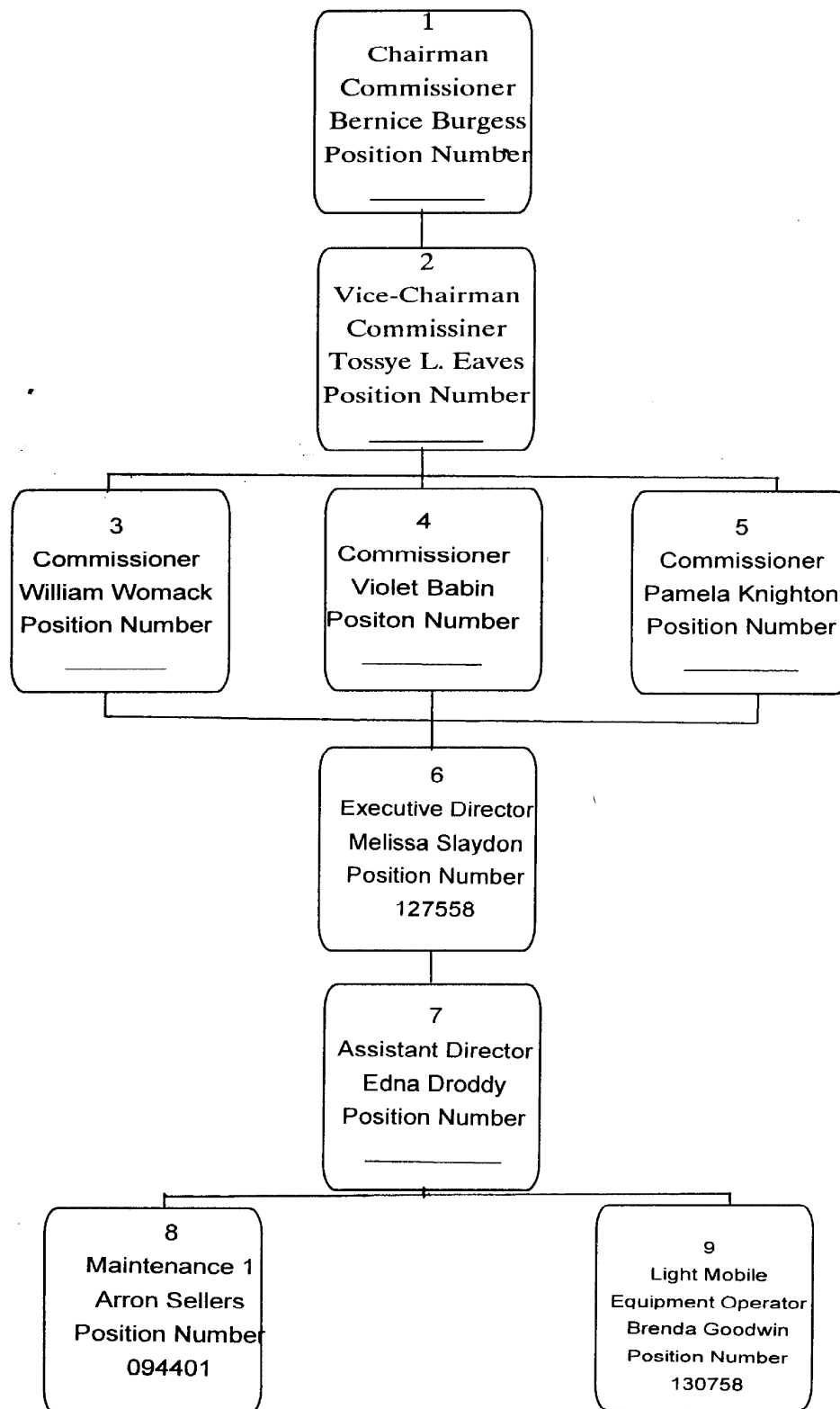
Part J. Projected Occupancy Percentages for Low Occupancy HAs

If the HA cannot determine an acceptable Projected Occupancy Percentage for the RBY using the above approach, it will use this section. The HA will use the lower of either 97% or that percentage based on having five units vacant for the RBY. Either percentage can be adjusted for vacant units undergoing modernization construction and vacancies beyond its control. Small HAs of 140 units or less will generally want to use a percentage based on five vacant units.

68. Enter 97% if HA has more than 140 units. If 140 or fewer units, determine occupancy percentage based on 5 vacant units, for RBY. (Take 60 unit months and divide by line 62; multiply by 100 and round to nearest whole. Subtract result from 100%)	94 %
69. Percentage Adjustment for Modernization and Beyond Control Vacancies (Add lines 48 plus 55; divide that sum by line 62; multiply by 100 and round to nearest whole)	6 %
70. Projected Occupancy Percentage for Low Occupancy HA (Take the percentage on line 68 and subtract the percentage shown on line 69. Use the result as the Projected Occupancy Percentage on line 17 of form HUD-52723 Use the UMA result on line 62 in calculating PFS eligibility)	88 %

Merryville Housing Authority

Organizational Chart



Required Attachment _E___: Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Violet Babin, 4 years**

B. How was the resident board member selected: (select one)?

☐ Elected

☒ Appointed

C. The term of appointment is (include the date term expires): **Oct. 2001**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- ☐ Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Margaret Krasso, Mayor Town of Merryville

Required Attachment _____: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

Merryville Housing Authority Resident Advisory Board

President: Gwen Lafette
108 Robert Street
Merryville, LA 70653

Vice Presidents: Otisha Jordan
40 Patton Street
Merryville, LA 70653

Lionel Hill
33 Patton Street
Merryville, LA 70653

Treasure: DeShanna Jordon
36 Patton Street
Merryville, LA 70653

Secretary Ashley Carter
105 Heard Street
Merryville, LA 70653

Members:

Donna Miles
114 Heard Street
Merryville, LA 70653

Betty Warden
112 Heard Street
Merryville, LA 70653

Biolet Babin
109 Heard Street
Merryville, LA 70653

Anne Doyle
17 Patton Street
Merryville, LA 70653

Joy Dalglish
41 Patton Street
Merryville, LA 70653

Amy Collins
21 Patton Street
Merryville, LA 70653

Required Attachment _E___: Resident Member on the PHA Governing Board

COMMENTS:

Resident advisory board would like to see trash barrels placed in the middle section to help with the trash problem we are having in that area.

They agreed with the upcoming repairs the housing authority has scheduled. (Windows, doors, and roofs)

They would just like to see it started right away. Residents would like a lawn mower and weed eater so the tenant that do not have one could borrow it and mow their own lawn. They are planning garage sale to raise money to do this...

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE, LOUISIANA

**REPORT ON EXAMINATION OF
FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA**

TWELVE MONTHS ENDED DECEMBER 31, 1999

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION

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MIKE ESTES, P.C.
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MIKE ESTES, CPA/PFS, CFP

MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

Independent Auditor's Report

Board of Commissioners
Housing Authority of the
City of Merryville
Merryville, Louisiana

Regional Inspector General for Audit
Office of Inspector General
Department of Housing and Urban
Development

We have audited the accompanying general-purpose financial statements of the Housing Authority of the City of Merryville, Louisiana at and for the year ended December 31, 1999, as listed in the table of contents. These general-purpose financial statements are the responsibility of the Housing Authority of the City of Merryville, Louisiana's management. Our responsibility is to express an opinion on these general-purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and provisions of the Louisiana Governmental Audit Guide. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general-purpose financial statements referred to above present fairly, in all material respects, the financial position of the Housing Authority of the City of Merryville, Louisiana as of December 31, 1999, the results of its operations, changes in its total net assets and statement of cash flows for the year then ended, in conformity with generally accepted accounting principles.

As described in Note A to the financial statements, the PHA has changed from the Governmental Funds to the Enterprise Funds method for the year ended December 31, 1999.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 15, 2000 on our consideration of Housing Authority of the City of Merryville's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the general-purpose financial statements taken as a whole. The accompanying Financial Data Schedule and other supplementary schedules are presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information had been subjected to the auditing procedures applied in the audit of the general-purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general-purpose financial statements as a whole.

Mike Estes, P.C.

Fort Worth, Texas
June 15, 2000

EXHIBIT A

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
BALANCE SHEET - ENTERPRISE FUND
DECEMBER 31, 1999FW - 1255**Assets**

Current assets

Cash - Exhibit F	\$	41,913.00
Investments		10,171.00
Accounts receivable - tenants, net of allowance for bad debts, \$1,608		2,945.00
Prepaid insurance		4,380.00
Total current assets		<u>59,409.00</u>

Fixed Assets

Land		1,565,959.00
Buildings		1,726,729.00
Furniture, equipment & machinery		112,479.00
		<u>3,405,167.00</u>

Less: Accumulated depreciation		<u>1,100,883.00</u>
--------------------------------	--	---------------------

Net fixed assets		<u>2,304,284.00</u>
-------------------------	--	---------------------

Total assets	\$	<u><u>2,363,693.00</u></u>
---------------------	----	----------------------------

The Notes to Financial Statements are an integral part of these statements.

EXHIBIT A

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
BALANCE SHEET - ENTERPRISE FUND BASIS
DECEMBER 31, 1999

FW - 1255

Liabilities

Current liabilities	
Tenant's security deposits	\$ 5,966.00
Accounts payable - other	6,326.00
Accrued wages, compensated absences	769.00
	<hr/>
Total current liabilities	13,061.00
	<hr/>
Fund equity	
Net HUD contributions	2,304,144.00
	<hr/>
Total contributed capital	2,304,144.00
	<hr/>
Retained earnings - Exhibit B	46,488.00
	<hr/>
Total Net Assets	2,350,632.00
	<hr/>
Total Liabilities and Net Assets	\$ 2,363,693.00
	<hr/> <hr/>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
NET ASSETS - ENTERPRISE FUND
YEAR ENDED DECEMBER 31, 1999

FW - 1255

Revenues

Tenant revenue	\$ 72,285.00
HUD subsidy - Low Rent	92,303.00
HUD CIAP soft costs grant	14,252.00
Interest income	171.00
Other revenue	20,829.00

Total Operating Revenue	<u>199,840.00</u>
--------------------------------	-------------------

Operating expenses

Administrative	38,866.00
Utilities	42,580.00
Maintenance	90,516.00
General expense	25,933.00
Depreciation	79,872.00
CIAP soft costs	14,252.00

Total operating expenses	<u>292,019.00</u>
---------------------------------	-------------------

Net operating loss	(92,179.00)
---------------------------	-------------

Retained earnings (operating reserve), 12/31/98	62,503.00
---	-----------

Add: HUD - REAC prior year GAAP adjustments	<u>76,164.00</u>
---	------------------

Retained earnings, 12/31/99	<u>\$ 46,488.00</u>
------------------------------------	---------------------

Net HUD contribution, 12/31/98	3,468,138.00
--------------------------------	--------------

Current year addition and REAC adjustments	<u>(1,163,994.00)</u>
--	-----------------------

Net HUD contribution, 12/31/99	<u>2,304,144.00</u>
--------------------------------	---------------------

Total Net Assets, 12/31/99 - Exhibit A	<u><u>\$ 2,350,632.00</u></u>
---	-------------------------------

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
STATEMENT OF CASH FLOWS - ENTERPRISE FUND
YEAR ENDED DECEMBER 31, 1999

FW - 1255

Cash flows from operating activities:

Tenant revenue	\$ 72,285.00
Other operating revenue	20,829.00
Operating expenses	<u>(292,019.00)</u>
Net cash (used) in operating activities	<u>(198,905.00)</u>

Cash flows from noncapital financing activities

Operating subsidies received	<u>106,555.00</u>
Net cash provided by noncapital financing activities	<u>106,555.00</u>

Cash flows from capital and related financing activities

HUD CIAP hard cost advances	81,449.00
Equipment and CIAP additions	<u>80,758.00</u>
Net cash provided (required) by capital and financing activities	<u>691.00</u>

Cash flows from investing activities

Interest income	<u>171.00</u>
Net cash provided (used) from investing activities	<u>\$ 171.00</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
 STATEMENT OF CASH FLOWS - ENTERPRISE FUND (continued)
 YEAR ENDED DECEMBER 31, 1999

FW - 1255

Adjustments

Depreciation	62,053.00
NET HUD - REAC adjustments - noncash	26,925.00
Changes in assets and liabilities:	
Increase in accounts receivable	\$ (1,637.00)
Decrease in prepaid insurance	52.00
Decrease in accrued pilot	(1,904.00)
Increase in accrued wages	
and payroll taxes	769.00
Increase in security deposits	5,966.00
Decrease in deferred credits	(125.00)
Increase in accounts payable	2,082.00
Total adjustments	<u>94,181.00</u>
Change in cash and equivalents	2,693.00
Cash and equivalents beginning of year	<u>49,391.00</u>
Cash and equivalents end of year - Exhibit A	<u>\$ 52,084.00</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
COMPARISON OF ACTUAL HUD REVENUE AND
EXPENSES TO HUD BUDGETED
YEAR ENDED DECEMBER 31, 1999

FW - 1255

	HUD Budget	Actual	Over (Under) Budget
Revenues			
Tenant revenue	\$ 102,970.00	\$ 72,285.00	\$ (30,685.00)
HUD subsidy - Low Rent	92,303.00	92,303.00	0.00
HUD CIAP soft costs grant	14,252.00	14,252.00	0.00
Interest income	1,420.00	171.00	(1,249.00)
Other revenue	2,700.00	20,829.00	18,129.00
Total operating revenue	<u>213,645.00</u>	<u>199,840.00</u>	<u>(13,805.00)</u>
Operating expenses			
Administration, net of CIAP soft cost	36,870.00	38,866.00	1,996.00
Utilities	50,020.00	42,580.00	(7,440.00)
Maintenance	73,630.00	90,516.00	16,886.00
General expense	35,500.00	25,933.00	(9,567.00)
Depreciation	0.00	79,872.00	79,872.00
CIAP soft costs	14,252.00	14,252.00	0.00
Total operating expenses	<u>\$ 210,272.00</u>	<u>\$ 292,019.00</u>	<u>\$ 81,747.00</u>
Excess (deficient) revenues	3,373.00	(92,179.00)	(95,552.00)
Add:			
Depreciation - not budgeted by HUD	0.00	79,872.00	79,872.00
Deduct:			
Capital expenditures - budgeted by HUD	<u>4,080.00</u>	<u>3,708.00</u>	<u>(372.00)</u>
Excess (deficiency) of budgeted revenues over expenses	<u>\$ (707.00)</u>	<u>\$ (16,015.00)</u>	<u>\$ (15,308.00)</u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF ACCOUNTING PRINCIPLE

The Housing Authority of Merryville, Louisiana (the Authority), a public corporate body, was organized for the purpose of providing decent, safe, and sanitary dwelling accommodations for persons of low income.

The Authority is engaged in the acquisition, modernization, and administration of low-rent housing. The Authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of the City of Merryville, Louisiana. Each member serves a five-year term on a rotating basis. Substantially all of the Authority's revenue is derived from subsidy contracts with the U.S. Department of Housing and Urban Development (HUD). The Annual Contributions Contracts entered into by the Authority and HUD provide operating subsidies for Authority-owned public housing facilities and housing assistance payments for eligible individuals.

(1) Financial Reporting Entity

Generally accepted accounting principles require that the financial statements present the accounts and operations of the Authority and its component units, entities for which the Authority is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the Authority's operations and data from these units, if any, are combined with data of the Authority. Each discretely presented component unit, if any, would be reported in a separate column in the combined financial statements to emphasize that it is legally separate from the Authority. As of December 31, 1999, and for the fiscal then ended, the Authority had no discretely presented component units or any component units required to be blended in these financial statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF ACCOUNTING PRINCIPLE (continued)

(2) Change in Accounting Principle

For the year ended December 31, 1999, the PHA has changed from the Government Funds Method to the Enterprise Method. This change was strongly recommended by the Real Estate Assessment Center (REAC) of The Department of Housing and Urban Development.

The Enterprise Funds Method accounts for operations in a manner similar to a private business. Under this method, all assets, including fixed assets, and all liabilities are in one fund, and one financial statement.

The Enterprise Fund recognizes revenues and expenses on the full accrual basis. Revenues are recognized when earned and become measurable. Expenses are recognized in the period incurred, if measurable. In the prior method used, the Governmental Funds Method, the modified accrual method was necessary.

Depreciation expense must be recognized for the Enterprise Fund. Under the Governmental Funds Method, depreciation was optional and the PHA elected not to recognize it.

The PHA elected to close depreciation on contributed assets to contributed capital. Using this "addback" option, the full amount of depreciation is still reported on the income statement, and reduces the net income reported.

REAC suggests that soft costs from development and modernization be deleted from fixed assets and charged to HUD Capital Contributions.

REAC also allows PHA's to reclassify outstanding debt owed to Contributed Capital.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF
ACCOUNTING PRINCIPLE (continued)

Retained earnings has been restricted for the following prior period adjustments:
depreciation, soft costs and accrued leave.

(3) Budgetary Data

The Authority is required by its HUD Annual Contributions Contracts to adopt annual budgets for the Low-Rent Housing Program. Annual budgets are not required for CIAP grants as their budgets are approved for the length of the project.

The Authority is under a limited budget review from HUD with the control category of total operating expenditures. If there are no overruns of the total operating expenditures, then HUD does not require budget revisions other than when there are substantial additions to nonroutine expenditures.

The budget is prepared on a statutory (HUD) basis and does not contain a provision for uncollectible tenant receivables, or depreciation. The budget does reflect furniture and equipment additions from operations.

(4) Cash and Cash Equivalents

The entity defines cash and cash equivalents to include certificates of deposit, money market funds, savings accounts, and demand deposits.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE A - SUMMARY OF SIGNIFICANT ACCOUNT POLICIES AND CHANGE OF
ACCOUNTING PRINCIPLE (continued)

(5) Tenant Receivables

Receivables for rentals and service charges are reported in the General Fund, net of allowances for doubtful accounts.

NOTE B - CASH DEPOSITS WITH FINANCIAL INSTITUTIONS

It is the entity's policy for deposits to be secured by collateral valued at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The entity's deposits are categorized to give an indication of the level of risk assumed by the entity at December 31, 1999. The categories are described as follows:

- Category 1 - Insured or collateralized with securities held by the entity or by its agent in the entity's name.
- Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the entity's name.
- Category 3 - Uncollateralized, uninsured and unregistered, but with securities held by the bank, its trust department, or its agent, pledged to the PHA, but not in the PHA's name.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE B - CASH DEPOSITS WITH FINANCIAL INSTITUTIONS (continued)

Cash Deposits, categorized by level of risk, (at cost, which approximates market) are:

Total Bank Balance	Category		
	1	2	3
\$ <u>52,084</u>	\$ <u>52,084</u>	\$ <u> </u>	\$ <u> </u>

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Housing Authority that the fiscal agent has failed to pay deposited funds upon demand.

NOTE C - ACTIVITIES OF THE PHA

At December 31, 1999, the PHA was managing 88 units of low-rent in two projects under Program FW - 1255.

NOTE D - CONTINGENCIES

The entity is subject to possible examinations by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refund by the entity to federal grantors and/or program beneficiaries.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE E - FIXED ASSETS

As noted in Note A, soft costs formerly capitalized have been written off and fixed assets are now depreciated on the straight-line method over their estimated useful lives as follows:

Site improvements	15 Years
Buildings	33 Years
Buildings improvements	15 Years
Nondwelling structures	15 Years
Equipment	3 to 7 Years

	12/31/99	12/31/98		12/31/99
	Cost	Accumulated	Current	Accumulated
		Depreciation	Depreciation	Depreciation
Land	\$ 1,565,959			
Buildings and Improvements	1,726,729	923,157	73,657	996,814
Equipment	112,479	97,854	6,215	104,069
	<u>\$ 3,405,167</u>	<u>1,021,011</u>	<u>79,872</u>	<u>1,100,883</u>

All land and buildings are encumbered by a Declaration of Trust in favor of the United States of America as security for obligations guaranteed by the government and to protect other interests of the government.

NOTE F - LONG-TERM DEBT

As noted in Note A, long-term debt owed to HUD has been closed to HUD Contributed Capital. For the year ended December 31, 1999, Housing Agency bonds outstanding of \$ 113,545 were closed to capital contributions.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE G DISCLOSURES ABOUT FAIR VALUE OF FINANCIAL INSTRUMENTS

The following methods and assumptions were used to estimate the fair value of each class of financial instruments for which it is practicable to estimate that value:

Cash and Investments

The carrying amount approximates fair value because of the short maturity of these instruments.

NOTE H - ACCOUNTING FOR THE IMPAIRMENT OF LONG - LIVED ASSETS

The full amount of the carrying value of buildings and land improvements are deemed recoverable from future cash flows.

NOTE I - USE OF ESTIMATES IN THE PREPARATION OF FINANCIAL STATEMENTS

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

NOTE J - COMPENSATED ABSENCES

Employees earn annual leave based upon years of service, and may accrue up to 300 hours. Sick time is earned but not accrued since it is dependent upon a future event. Upon termination all accrued vacation time is paid. At 9/30/99 the PHA had a liability of \$769.00 . Of the aforementioned amount, \$ 0.00 pertained to the prior year. Only the \$ 769.00 increase is recognized as a current year expense in these financial statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

NOTES TO FINANCIAL STATEMENTS

(continued)

DECEMBER 31, 1999

NOTE K - FUND EQUITY AND RETAINED EARNINGS

As a result of changing from the HUD statutory method of accounting to the enterprise fund-type of proprietary accounting, 12/31/98 fund equity and 12/31/98 retained earnings have been restated. Prior period adjustments were for accumulated depreciation and soft costs .

SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

STATEMENT AND CERTIFICATION OF ACTUAL MODERNIZATION COST

ANNUAL CONTRIBUTION CONTRACT

FW - 1255

1. The Actual Modernization Costs are as follows:

	Project 1995	Project 1997
Funds Approved	\$ 306,600.00	\$ 250,000.00
Funds Expended	<u>306,600.00</u>	<u>250,000.00</u>
Excess of Funds Approved	<u>0.00</u>	<u>0.00</u>
Funds Advanced	\$ 306,600.00	\$ 250,000.00
Funds Expended	<u>306,600.00</u>	<u>250,000.00</u>
Excess of Funds Advanced	<u>0.00</u>	<u>0.00</u>

2. The distribution of costs by project as shown on the Final Statements of Modernization Costs dated 4/20/99 and 9/3/99 accompanying the Actual Modernization Costs Certificates submitted to HUD for approval are in agreement with the PHA's records.
3. All modernization costs have been paid and all related liabilities have been discharged through payment.

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

DECEMBER 31, 1999

CASH BASIS

	<u>Project 1999</u>
Funds Approved	\$ 166,152.00
Funds Expended	<u>16,615.00</u>
Excess of Funds Approved	<u><u>149,537.00</u></u>
 Funds Advanced	 \$ 16,615.00
Funds Expended	<u>16,615.00</u>
Excess of Funds Advanced	\$ <u><u>0.00</u></u>

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

ANALYSIS OF GENERAL FUND CASH BALANCE

ANNUAL CONTRIBUTION CONTRACT

FW - 1255

Composition Before Adjustments

Net operating receipts retained:

Retained earnings - Exhibit B	\$ 46,488.00
	<u>46,488.00</u>

Adjustments

Expenses/costs not paid:

Current Liabilities	12,921.00
---------------------	-----------

Income not received:

Accounts receivable	<u>(2,945.00)</u>
---------------------	-------------------

General Fund Cash Available	56,464.00
-----------------------------	-----------

General Fund Cash:

Invested	(10,171.00)
Applied to deferred charges	
(prepaid insurance, inventories, etc.)	<u>(4,380.00)</u>

General Fund Cash - Exhibit A	<u><u>41,913.00</u></u>
-------------------------------	-------------------------

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE

YEAR ENDED DECEMBER 31, 1999

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	GRANT ID NO.	PROGRAM EXPENDITURES
U.S. Department of Housing and Urban Development			
Direct Programs:			
Low-Income Housing			
Operating Subsidy	14.850	FW - 1255	92,303.00
Major Program Total			92,303.00
Comprehensive			
Improvement			
Assistance Program			95,701.00
Major Program Total			95,701.00
Total HUD			\$ 188,004.00

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4200 AIRPORT FREEWAY - SUITE 100
FORT WORTH, TEXAS 76117

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e-mail: estes3@flash.net

MIKE ESTES, CPA/PFS, CFP

MEMBER
AMERICAN BOARD CERTIFIED
PUBLIC ACCOUNTANTS

Report on Compliance and on Internal Control Over Financial Reporting
Based on an Audit of Financial Statements Performed in
Accordance with Government Auditing Standards

Housing Authority of the
City of Merryville
Merryville, Louisiana

We have audited the financial statements of the Housing Authority of the City of Merryville, Louisiana as of and for the year ended December 31, 1999, and have issued our report thereon dated June 15, 2000. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and provisions of the Louisiana Governmental Audit Guide.

Compliance

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Merryville, Louisiana's financial statements fare free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing a opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed four instances of noncompliance that are required to be reported under *Government Auditing Standards*, or the Louisiana Governmental Audit Guide. They are noted as the first four audit findings.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Housing Authority of the City of Merryville, Louisiana's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce, to a relatively low level, the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is a matter of public record and its distribution is not limited.

Mike Estes, P.C.

Fort Worth, Texas
June 15, 2000

The Notes to Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

DECEMBER 31, 1999

Prior Audit Findings and Questioned Costs

There were no prior audit findings.

Current Audit Findings

Utility Allowances

- 1) HUD requires that the PHA must review utility rate data for each utility category each year and must adjust its utility allowance schedule if there has been a rate change of 10% or more for any utility category (24CFR Section 982.517). There is no evidence this was done in 1999.

Recommendation

The PHA should review its utility rates and document this review. If required, the utility allowances should be revised.

Reply

We will comply with the above.

Annual Inspections

- 2) In the six tenant files I reviewed, there were no annual inspection forms prepared in 1999. HUD requires that documented, annual physical inspections be performed.

Recommendation

Physical inspection forms should be available for third party review.

Reply

I was hired as the new Executive Director on January 5, 2000, after the audit year end. It is to my understanding that annual, physical inspections were performed but were stored separately. In the future, we will keep them in the tenant files.

HOUSING AUTHORITY OF THE CITY OF MERRYVILLE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
(CONTINUED)

DECEMBER 31, 1999

Current Audit Findings (continued)

Tenant Files

- 3) Of the six tenant files I reviewed, two had a lease unsigned by the tenant and a third had no lease altogether.

Recommendation

All tenant files should have a copy of the lease signed by both the tenant and the PHA.

Reply

We will comply with the above in the future.

PHAS

- 4) The PHA did not have the information to support PHMAP answers for Indicator #1, Component 1e (V10400), Component #2a (V124), Component 2d (V127), 2f (V129) or g (V130).

Recommendation

The current Executive Director was hired on January 2000. She seemed knowledgeable about PHAS. I advised her to keep all her PHAS workpaper calculations in the future. The answers on the 9/30/99 PHAS appear reasonable.

Reply

I will comply with the above.

CIAP Budget/Progress Report

Part I: Summary

Comprehensive Improvement Assistance Program (CIAP)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 25
(exp. 1)

HA Name

Merriville Housing Authority

Modernization Project Number

La48P08290799

FFY (yyyy) of Grant App

1999

☒ Original CIAP Budget

☐ Revised CIAP Budget/Revision Number

☒ Progress Report for Period Ending (mm/dd/yyyy)

9-30-00

☐ Final Progress

Line No.	Summary by Development Account	Original	Total Funds Approved	Revised	Obligated	Expended
1	Total Non-CIAP Funds					
2	1406 Operations (may not exceed 10% of line 16)	16,615.00	16,615.00		16,615.00	16,615.00
3	1408 Management Improvements	5,000.00	4,905.00		4,905.00	4,905.00
4	1410 Administration	300.00	300.00			
5	1415 Liquidated Darrages					
6	1430 Fees and Costs	12,500.00	0.00			
7	1440 Site Acquisition					
8	1450 Site Improvement					
9	1460 Dwelling Structures		4,000.00	75,980.53		
10	1465.1 Dwelling Equipment—Nonexpendable			57,047.38	57,047.38	
11	1470 Nondwelling Structures	101,736.00	0.00			
12	1475 Nondwelling Equipment	30,000.00	7,304.09	5304.09	5304.09	
13	1485 Demolition					
14	1495.1 Relocation Cost					
15	1498 Mod Used for Development					
16	Amount of CIAP Grant (Sum of lines 2-14)	166,152.00	166,152.00		83,871.47	24,824.24
17	Amount of line 16 Related to LBP Activities					
18	Amount of line 16 Related to Security					
19	Amount of line 16 Related to Section 504 Compliance					
20	Amount of line 16 related to Energy Conservation Measures					

Signature of Executive Director

Melissa Shaugen

Date (mm/dd/yyyy)

08/23/1999

HUD Certification: In approving this budget and providing assistance to a specific housing develop I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible taking into account assistance from other government sources (24 CFR 12.50).

Signature of Director, Office of Public Housing/CIAP Administration

Dawn Minkoff

Date (mm/dd/yyyy)

10/26/00

#316

10/27

CIAP Budget /Progress Report

Part II: Supporting Pages
Comprehensive Improvement Assistance Program (CIAP)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Development Number	Description of Work Items	Development Account Number	Funds Approved				Funds Obligated	Funds Expended
			Original	Revised	Difference			
LA082	Operations	1406	16,615.00	16,615.00	+	.00	16,615.00	16,615.00
LA082	computer system & software	1408	5,000.00	4,905.00	+	95.00	4,905.00	4,905.00
LA082	Advancing for MOD Program	1410	300.00	300.00				
LA082	A/E contract for MOD Program	1430	12,500.00	0.00	+	12,500.00		
LA082	construction on construction of small building for laundry, kitchen, water storage for 14 units	1470	101,736.80	0.00	+	101,736.80		
LA082	Water for tenant service	1475	30,000.00	7,304.09	+	22,695.91	5,304.09	5,304.09
LA082	Industrial washing equipment paint sprayer, fan, power washer, buffer	1475	30,000.00	7,304.09	+	22,695.91	5,304.09	5,304.09
LA082	Site improvements	1450	4,000.00	-4,000.00				
LA082	cleaning fence rows	1450	4,000.00	-4,000.00				
LA082	Dredging structures	1460	75,985.33	-75,985.33				
LA082	Inside doors/ headcase	1460	75,985.33	-75,985.33				
LA082	working in of smoke detectors	1460	75,985.33	-75,985.33				
LA082	Range hoods & Rugs	1460	75,985.33	-75,985.33				
LA082	Roof - Rainwater (leaks)	1460	75,985.33	-75,985.33				
LA082	Dredging Equipment	1465.1	57,047.38	-57,047.38			57,047.38	
LA082	Shoes, Refrigerators, Fire Grill, Hot water heaters	1465.1	57,047.38	-57,047.38			57,047.38	
LA082	Stone Hards	1465.1	57,047.38	-57,047.38			57,047.38	
			166,158.00				83,871.47	26,804.00

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

Development Number	Architect/Engineer Contract Awarded			All Funds Obligated			All Funds Expended		
	Original	Revised (Attach explanation)	Actual	Original	Revised (Attach explanation)	Actual	Original	Revised (Attach explanation)	Actual
LA082	6-30-00			09-30-01			6-30-03		

A01/SET (CIAP) Comprehensive Improvement Assistance 10/25/2
Enter/Revise Contract Dates/Controls 16:43:4

Grant No: LA48P082907-99 MERRYVILLE HSG AUTH Last Entered by # Tim Chang

- 1) LOCCS Verify Date..... 11/10/1999
- 2) Contract Effective Date..... 11/03/1999
- 3) Obligation End Date..... 09/30/2001 V. TRAU on 11/16/1999
- 4) Pre-Audit Date..... / /
- 5) Post-Audit Date..... / /

Enter the number of the date you wish to change: -
X=Cancel/No Updt Opt: -
R=Restart Screen Data: -

Date: 10/25/ 0 Time: 03:47:41 PM

F01/BLD (CIAP) Comprehensive Improvement Assistance 10/25/2
 Budget Line Item Amendment 16:44:2

Grant No: LA48P082907-99
 MERRYVILLE HSG AUTH

Line	Item Name	Pgm	Cd	Current	Authorized	Change	Net	Revis	Authoriz
1406	Operations	PBC		16,615.00					16,615
1408	Management Improvement	PBC		4,905.00					4,905
1410	Administration	PBC		300.00					300
1430	Fees & Costs	PBC		0.00					
1440	Site Acquisition	PBC		0.00					
1450	Site Improvement	PBC		4,000.00					4,000
1460	Dwelling Structures	PBC		75,980.53					75,980
1465	Dwelling Equipment	PBC		57,047.38					57,047
1470	Non-Dwelling Structure	PBC		0.00					
1475	Non-Dwelling Equipment	PBC		7,304.09					7,304
1485	Demolition	PBC		0.00					
1492	MovingToWorkDemonstrat	PBC		0.00					

X=Cancel/No Update 1=Entry Finished Opt:_ Start at Line No: _
 R=Restart Data:_

XMIT to see More Line Items for this Grant

F01/BLD

(CIAP) Comprehensive Improvement Assistance

Budget Line Item Amendment

10/25/2
16:44:3

Grant No: LA48P082907-99
MERRYVILLE HSG AUTH

----- Contract Totals -----
Total Authorized: 166,152
PAS "PBC" Amount: +0
Total Net Change: 0

Line	Item Name	Pgm	Cd	Authorized	Change	Revis	Authoriz
1495	Relocation Costs	PBC		0.00			
1498	Mod used for Devel	PBC		0.00			
1500	FY 92 & Prior Year Gra	PBC		0.00			
U9900	Post Audit Adjustment	PBC		0.00			

U=Unavailable for Drawdown

X=Cancel/No Update

R=Restart

Start at Line No: ____
1=Entry Finished Opt: _
Data: _

XMIT to see More Line Items for this Grant

Date: 10/25/ 0 Time: 03:48:26 PM

Q13/Bl1

(CIAP) Comprehensive Improvement Assistance

10/25/2

Project Budget Line Item Query

Page: 1 of

Grant No: LA48P082907-99 MERRYVILLE HSG AUTH

Line	Item	Name	Authorized Amount	Disbursed Amount	Balance
-	1406	Operations	16,615.00	16,615.00	
-	1408	Management Improve	4,905.00	4,905.00	
-	1410	Administration	300.00	.00	300
-	1430	Fees & Costs	.00	.00	
-	1450	Site Improvement	4,000.00	.00	4,000
-	*	1460 Dwelling Structures	75,980.53	7,014.66	68,965
-	1465	Dwelling Equipment	57,047.38	57,047.38	
-	1470	Non-Dwelling Structu	.00	.00	
-	1475	Non-Dwelling Equipme	7,304.09	6,544.07	760
-	--	Total --	166,152.00	92,126.11	74,025

E=Exit/Logoff
M=Prev Menu

B=Format 2

S=Same Screen
** End of Data **

*=Includes Disb in Proce
Opt: _____
Data: _____

Date: 10/25/ 0 Time: 03:49:22 PM

Q29/P2T (CIAP) Comprehensive Improvement Assistance 10/25/2
 Grant Obligated/Expended Query Page: 1 of

Grant No: LA48P082907-99 MERRYVILLE HSG AUTH

Qtr End	LOCCS	Authorized	Cumulative Obligated	%	LOCCS Disbursed	Cumulative Expended
12/31/1999	166,152.00	166,152.00	16,615.00	10	16,615.00	16,615.00
03/31/2000	166,152.00	166,152.00	16,615.00	10	16,615.00	16,615.00
06/30/2000	166,152.00	166,152.00	26,824.09	16	26,824.09	26,824.09
09/30/2000	166,152.00	166,152.00	83,871.47	50	26,824.09	26,824.09
CURRENT	166,152.00				85,111.45	

E=Exit/Log-off B=Format 2
 M=Prev Menu S=Same Screen

Opt: _____
 Data: _____



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Troubled Agency Recovery Center, Memphis Office
One Memphis Place
200 Jefferson Avenue, Suite 300
Memphis, Tennessee 38103-2335

NOV 09 1999

Mr. George Betts, Executive Director
Merryville Housing Authority
P.O. Drawer L
100 Heard Street
Merryville, Louisiana 70653

Dear Mr. Betts:

SUBJECT: FY 1999 Comprehensive Improvement Assistance Program Grant No.
LA48PO8290799
Grant Amount: \$166,152

We are pleased to inform you that your Housing Authority's CIAP Modernization Grant Program for FY 1999 in the amount referenced above has been approved. Enclosed is an original HUD-approved budget and a HUD-executed CIAP Amendment for the Project. Another original of the CIAP Amendment has been forwarded to the Field Accounting Division for entering into LOCCS. When they enter the ACC, we will spread the Budget Line Items in LOCCS and funds will then be available to you. This should occur within two weeks of the date of this letter.

Environmental requirements in accordance with 24 CFR Part 50 must be complied with as they apply to CIAP activities. The activities described in your Housing Authority's budget have been found to be exempt from environmental assessment. However, please be advised that changes to the work items may result in the need for further environmental evaluation.

Labor standards as described in 29 CFR Part 5, and related requirements, apply to CIAP funded activities. Guidance concerning this matter may be found in Desk Guide LR-11, Labor Standards Administration and Enforcement Guidelines for HUD Program Participants, issued May 1996.

We look forward to working with you on the successful implementation of your Modernization Program which will result in better dwelling units for low income residents of Public Housing.

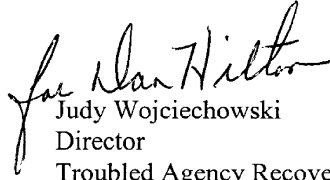
Internet Address: <http://www.hud.gov>

RECEIVED NOV 22 1999

RL-1111 11/19/99

If you have any questions or need additional information, please contact Veronica C. Trau, Architect, at (504) 589-7151 ext. 3024 or Jesse A. Westover, Deputy Director, at (901) 544-3434.

Sincerely,

A handwritten signature in cursive script, appearing to read "Judy Wojciechowski".

Judy Wojciechowski
Director
Troubled Agency Recovery Center

cc: Ms. Bernice Burgess
Board Chairman, MHA
P. O. Box 296
Merryville, LA 70653

Chester Drozdowski, Director
Louisiana State Office of Public Housing
Hale Boggs Federal Building
501 Magazine Street, 9th Floor
New Orleans, LA 70130-3099

Jason Gamlin, Senior Community Bulider
Hale Boggs Federal Building
501 Magazine Street, 9th Floor
New Orleans, LA 70130-3099

Comprehensive Improvement Assistance
Program (CIAP) Amendment
to (form HUD-53012) the Consolidated Annual Contributions Contract

and Urban Development
Office of Public and Indian Housing

Whereas, (Housing Authority) MERRYVILLE, LA.
HOUSING AUTHORITY
(herein called the "HA")

and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) (ACC) Number(s) FW - 1253

dated 8/21/99
Whereas, HUD has agreed to provide CIAP assistance, upon execution of this Amendment, to the HA in the amount to be specified below for the purpose of assisting the HA in financing improvements to the physical condition of existing public/Indian housing developments and upgrades to the management and operation of such developments in order to ensure that such developments continue to be available to serve low-income families:

\$ 166,152 for Fiscal Year 19 99; to be referred to under Modernization Project Number U48P08290799

HA Tax Identification Number (TIN) 72-0575463

Whereas, HUD and the HA are entering into this CIAP Amendment Number _____

Now Therefore, the ACCs are amended as follows:

1. The ACCs are amended to provide CIAP assistance in the amount specified above for modernization of HA developments (including section 23 leased-housing bond financed, Mutual Help and Turnkey III). This amendment is a part of the ACCs.
2. The modernization work shall be carried out in accordance with all HUD regulations and other requirements applicable to the Comprehensive Improvement Assistance Program.
3. In accordance with the HUD regulations, the CIAP Budget has been adopted by the HA and approved by HUD, and may be amended from time to time. The modernization work shall be carried out as described in the CIAP Budget.
4. Subject to the provisions of the ACCs, and to assist in the modernization, HUD agrees to disburse to the HA from time to time as needed, up to the amount of funding assistance specified above.
5. The HA shall continue to operate each development (for section 23 leased-housing bond financed, after the expiration of the respective lease terms, the HA shall continue to operate each development) as low-income housing in compliance with the ACCs, as amended, the United States Housing Act of 1937 (the

"Act") and all HUD regulations and requirements for a period of twenty years after the last disbursement of CIAP assistance. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the HA to HUD which arose in connection with any development(s) under the ACCs and which is not eligible for forgiveness, and provided further that, for a period of ten years following the last payment of operating subsidy to the HA, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. If the HA does not comply with any of its obligations under this Amendment, HUD may direct the HA to terminate all work described in the CIAP Budget. In such case, the HA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to attached conditions.

(mark one): ☐ Yes ☒ No

8. The HA acknowledges its responsibility for adherence to this Amendment by subgrantees to which it makes funding assistance hereunder available.

The parties have caused this Amendment to be effective as of the date of execution on behalf of the United States, as stated below.

U.S. Department of Housing and Urban Development
By: _____ Date: _____

Daniel E. Hilton 11/09/1999

Title: Deputy Director, TARC

HA Executive Director
By: _____ Date: _____

George E. Bell 9/16/99

Title: Executive Director

CIAP Budget /Progress Report
Part I: Summary
 Comprehensive Improvement Assistance Program (CIAP)

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing

OMB Approval No. 2577-004-1
 (exp. 12/31/98)

HA Name Merryville Housing Authority Modernization Project Number La48PO8290799 FFY (yyyy) of Grant Approval 1999

☒ Original CIAP Budget ☐ Revised CIAP Budget/Revision Number _____ ☐ Progress Report for Period Ending (mm/dd/yyyy) _____ ☐ Final Progress Report

Line No.	Summary by Development Account	Original	Total Funds Approved	Revised	Obligated	Total Funds Expended
1	Total Non-CIAP Funds					
2	1406 Operations (may not exceed 10% of line 16)	16,615.00				
3	1408 Management Improvements	5,000.00				
4	1410 Administration	300.00				
5	1415 Liquidated Damages					
6	1430 Fees and Costs	12,500.00				
7	1440 Site Acquisition					
8	1450 Site Improvement					
9	1460 Dwelling Structures					
10	1465.1 Dwelling Equipment—Nonexpendable					
11	1470 Nondwelling Structures	101,736.80				
12	1475 Nondwelling Equipment	30,000.00				
13	1485 Demolition					
14	1495.1 Relocation Cost					
15	1498 Mod Used for Development					
16	Amount of CIAP Grant (Sum of lines 2-14)	166,152.00				
17	Amount of line 16 Related to LBP Activities					
18	Amount of line 16 Related to Security					
19	Amount of line 16 Related to Section 504 Compliance					
20	Amount of line 16 related to Energy Conservation Measures					

Signature of Executive Director

George E. Hill
 Date (mm/dd/yyyy) 08/23/1999

HUD Certification: In approving this budget and providing assistance to a specific housing development(s) I hereby certify that the assistance will not be more than is necessary to make the assisted activity feasible after taking into account assistance from other government sources (24 CFR 12.50).

Signature of Director, Office of Public Housing / ONAP Administrator

Daniel E. Hill, Deputy Director
 Page 1 of 3

Date (mm/dd/yyyy) 11/09/1999

Form HUD-52825 (10/96)
 ref Handbook 7485.

CIAP Budget /Progress Report
Part II: Supporting Pages
Comprehensive Improvement Assistance Program (CIAP)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Development Number	Description of Work Items	Development Account Number	Funds Approved			Funds Obligated	Funds Expended
			Original	Revised	Difference		
LA082	Operations	1406	16,615.20				
LA082	computer system with software	1408	5,000.00				
LA082	advertising for MOD program	1410	300.00				
LA082	A/E contract for MOD program	1430	12,500.00				
LA082	Continuation on construct of small buildings						
	for Laundry, hot water, and storage for 1/4 units	1470	101,736.80				
LA082	Van for tenant services	1475	30,000.00				
	industrial mowing equipment for cutting grass						

CIAP Budget /Progress Report
Part III: Implementation Schedule
Comprehensive Improvement Assistance Program (CIAP)

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Development Number	Architect/Engineer Contract Awarded		All Funds Obligated		All Funds Expended	
	Original	Revised (Attach explanation)	Actual	Original	Revised (Attach explanation)	Actual
LA082	6-30-00			6-30-02		6-30-03

Section 8

Deconcentration of Poverty and Income-Mixing in Public Housing

The MHA shall deconcentrate poverty in each of its housing developments by bringing higher income tenants into lower income public housing projects and bringing lower income tenants into higher income public housing projects. The MHA shall make every effort to maintain the following income mix for each development:

- 40 percent of families with incomes below 30 percent of median ("very poor families") in a fiscal year.
- 60 percent of other admissions shall comply with eligibility limits under the current regulations (24 CFR 982.201(b)) and law.

To accomplish this, the MHA will take the following steps:

Initial assessment and current occupancy

- Before the start of each fiscal year, the MHA shall assess each development to determine the percentage of families whose income are at or below 30 percent of median ("very poor families") of HUD's latest published income limits. The MHA will determine and compare the relative tenant incomes of each development and the incomes of the census tract in which the development is located.

Developments where the percentage of families whose income are at or below 30 percent of median ("very poor families") of HUD's income limits exceeds 40%

- Should the MHA find that the percentage of families whose income are at or below 30 percent of median ("very poor families") of HUD's income limits exceeds 40% in any one development, the MHA shall offer the opportunity for relocation to a development where the percentage of families whose income are at or below 30 percent of median ("very poor families") of HUD's income limits may be less than 40%. The offer of relocation will be based on the following:
 - Availability of appropriate units in other developments where the percentage of units available for families whose income are below 30 percent of median ("very poor families") of HUD's 1999 income limits; and
 - Ability of the relocating family to meet all admission requirements.
- For each development, should more families wish to relocate than the number of units available for families whose income are at or below 30 percent of median ("very poor families") in other developments, the MHA shall conduct a lottery. The lottery will be publically held at a regularly scheduled board meeting. The name of each family wishing to relocate will be placed in the lottery box. A Board member will then draw the number of names from the box corresponding to the number of units available.

- As an incentive, the MHA shall bear the cost of relocation. Relocation costs are limited to the actual cost of the move and utility deposits including telephone and cable TV, but only if the resident had a telephone and cable TV at the unit being vacated.
- Should the number of families necessary to achieve the 40% target choose not to relocate, the MHA shall target the appropriate number of units and will apply the wait list skipping procedure defined below to occupy the units as units become available for occupancy.

Maintaining deconcentration

Maintaining the 40% target of families whose income are at or below 30 percent of median ("very poor families") of HUD's current income limits.

The 1998 Act allows a Housing Authority to offer incentives to eligible families that would help accomplish the deconcentration and income-mixing objectives. In addition, skipping of a family on a waiting list specifically to reach another family with a lower or higher income is permissible, provided that such skipping is uniformly applied.

Therefore, when a development's percentage of families meeting the 30 percent of median ("very poor families") of HUD's current income limits falls below 40% of the total units, the MHA shall select the next eligible family from the wait list whose income is less than 30 percent of median ("very poor families") of HUD's current income limits and who meets all other admissions requirements. The MHA shall continue selecting families in this manner until the 40% target is met.

Likewise, should a development's percentage of families meeting the 30 percent of median ("very poor families") of HUD's current income limits exceed 40% of the total units, the MHA shall select the next eligible family from the wait list whose income is more than 30 percent of median ("very poor families") of HUD's current income limits. The MHA shall continue selecting families in this manner until the 60% target is met.

Windows 3.1 Executable File Format

Old Header	New Header	Entry Table	Segment Table
Resources	Resident Name Table	Imported Name Table	Non-Resident Name Table

Old EXE Header Info (Main Menu)

File Signature	0x5A4D
Bytes on last page	0x0109
Pages in file	0x0001
Relocation items	0x0000
Paragraphs in header	0x0004
Extra paragraphs needed	0x0000
Extra paragraphs desired	0xFFFF
Initial SP Value	0x00B8
Checksum	0x0000
Initial IP Value	0x0000
Code displacement	0x0000
Relocation table offset	0x0040
Overlay Number	0x0000
New EXE Offset	0x00000080

New EXE Header Info (Main Menu)

Module	EXPVW
Description	EXPVW.exe
Data	NONSHARED
Windows Version	3.10
Signature	0x454E
Linker Version	0x0005
Linker Revision	0x003C
Entry Table Offset	0x00AC
Entry Table Length	0x0001
Checksum	0x00000000
Module Flags	0x0302
DGROUP	seg 0x0002
Heap Size	0x0400
Stack Size	0x2800
Initial CS:IP	seg 0x0001 offset 0x001A
Initial SS:SP	seg 0x0002 offset 0x0000
Entries in Segment Table	0x0002
Entries in Module Table	0x0004
Non-Resident Name Table Size	0x000D
Segment Table Offset	0x0040
Resource Table Offset	0x0050
Resident Name Table Offset	0x0081
Module Table Offset	0x008A
Imported Name Table Offset	0x0092
Non-Resident Name Table Offset	0x0000012D
Moveable entries	0x0000
Alignment Shift Count	0x0004
Resource Segments	0x0000
Executable Type	0x0002
Additional Flags	0x0008
Fast Load Offset	0x0016
Fast Load Length	0x024C

Entry Table (Main Menu)

Ordinal	Segment#	Offset	Stack Words	Flags
---------	----------	--------	-------------	-------

Segment Table (Main Menu)

Type	Sector(<<align)	Length	Memory	Flags
CODE	0x00000180	0x1CA9	0x1CA9	PRELOAD (moveable) (discardable)
DATA	0x00002000	0x05E6	0x05E6	PRELOAD (moveable)

Resources (Main Menu)

Shift Count: 4

[TYPE]	Offset	Length	Flags	Name
[GROUP ICON]				
-->	0x00002620	0x00000020	MOVEABLE PURE	VIEW
[ICON]				
-->	0x00002640	0x000002F0	MOVEABLE PURE	0x8001

Resident Name Table (Main Menu)

Ordinal	Name

Imported Name Table (Main Menu)

Name

KERNEL
GDI
USER
TOOLHELP

Non-Resident Name Table (Main Menu)

Ordinal	Name

Required Attachment __K__: Implementation of Public Housing Resident Community Service Requirements

The Merryville Housing Authority implemented the Public Housing Resident Community Service requirements by entering into an agreement with the Beuaregard Parish County Agents Office to provide self-sufficiency classes.

1. MHA sent letters to all tenants notifying them of the community service requirements. Each adult member of the family will be required to participate in a minimum of 8 hours a month in community service or economic self-sufficiency training. This does not apply to elderly persons, disabled persons, person already working, persons exempt from work requirements under State welfare to work programs, or persons receiving assistance under a State program that have not been found to be in noncompliance with such a program. The MHA shall refuse to renew the resident's 12 month lease for failure to satisfy this requirement.
2. MHA sent letters to all tenants notifying them that if they are exempt to bring the necessary papers into the office. In the letter it explained to the tenants that if they are elderly, handicapped, disabled, working, or on a work to welfare program then they are exempt. But are required to notify the office of your status so it can be verified.
3. The letter that went to all tenants stated that the community service requirements would begin in January 2001.
4. During their re-certification toward the end of last year, tenants were told about the new requirements because it is in our lease. This was gone over with them upon signing the lease.
5. The County Agent's Office will be conducting classes 1 to 2 times a month. These classes will be on housekeeping, job applications, cooking, buying, decorating on a budget, and similar things. Our first class will be on April 19, 2001. This class will be on the nutritional value, smart buying, and cooking. We will provide food samples for the people that attend. These classes will not be limited to just the people who need the hours for their community service but to all tenants. We are looking forward to providing our tenants with useful information that will help them in the future.

Required Attachment: **L Pet Policy**

THE HOUSING AUTHORITY OF MERRYVILLE, LOUISIANA

PET OWNERSHIP POLICY

- I. **PET RULES:** The following rules shall apply for the keeping of pets by Tenants living in the Units operated by the Housing Authority of the Town of Merryville who are not elderly, handicapped or disabled. These rules do not apply to animals that are used to assist the handicapped (seeing eye dogs).
- A. Security deposit of \$150.00 payable in advance. This is above the \$75.00 required security deposit.
- B. Limit to one animal pet.
- C. Common household pets as authorized by this policy means a domesticated animal, such as cats, dogs, fish, birds, rodent(including rabbits) and turtles, that is traditionally kept in the home for pleasure rather than for commercial purpose. **No Snakes.**
- D. Tenants will be responsible for cleaning and disposal of all waste produced by pet.
- E. **ALL PETS MUST BE ON A LEASH AT ALL TIMES WHEN OUTSIDE.**
- F. Tenants will register their pets with the Authority before it is brought onto the Housing Authority premises, and will update the registration annually.
- The registration will include:
- 1) Information sufficient to identify the pet and to demonstrate that it is a common Household pet; and
 - 2) A certificate signed by a licensed veterinarian or a State or Local Authority Empowered to inoculate animals, stating that the pet has received all inoculations, required by applicable state and local law; and
 - 3) The name, address, and telephone number of one or more responsible parties who Will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet; and
 - 4) The registration will be updated annually at the annual Re-examination of tenants' Income; and
 - 5) A statement indicating that the pet owner has read the pet rules and agrees to comply With them; and
 - 6) The Authority may refuse to register a pet if:
 - a) The pet is not a common household pet; and
 - b) The keeping of the pet would violate any applicable house pet rule; and
 - c) The pet owner fails to provide complete pet registration information; and
 - d) The pet owner fails annually to update the pet registration; and
 - e) The authority reasonable determines, based onthe pet owners' habits and practices and the pets' temperament that the pet owner will be unable to Keep the pet in compliance with the pet rules and other legal obligations; and
 - f) Financial ability to care for the pet and the therapeutic value of the pet to The pets' owner will not be a reason for the authority to refuse to register a pet.
 - 7) The authority will notify the pet owner if the authority refuses to register a pet. The Will:
 - a) State the reason/reasons for refusing to register the pet; and
 - b) Be served on the pet owner in person.
 - c) Be combined with a notice of a pet rule violation if appropriate.
- G. Cats and dogs shall be limited to small breeds where total weight shall not exceed twenty (20) Pounds and total height shall not exceed twelve (12) inches tall. ~~S~~eing-eye dogs are excluded to height and weight.

- H. All cat and dog pets shall be neutered and/or spayed, as verified by veterinarian, cost to be paid by the owner. Pet owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines.

Above PET OWNERSHIP POLICY was adopted: 03-05-2001

By the Housing Authority of the Town of Merryville, Louisiana

RESOLUTION NO.# 01-02

THE HOUSING AUTHORITY OF MERRYVILLE, LOUISIANA

PET OWNERSHIP POLICY

- I. **AUTHORIZATION:** Section 227 of the Housing and Urban Rural Recovery Act of 1983, provides for the ownership of common household pets in federally assisted rental housing units designated for occupancy by the elderly, handicapped and disabled.
- II. **PET RULES:** The following rules shall apply for the keeping of pets by Tenants living in the units operated by the Housing Authority of the Town of Merryville. These rules do not apply to animals that are used to assist the handicapped (seeing eye dogs).
- A. Common household pets as authorized by this policy means a domesticated Animal, such as cats, dogs, fish, birds, rodent (including rabbits) and Turtle, that is traditionally kept in the home for pleasure rather than for Commercial purpose.
- B> Tenants will register their pets with the Authority before it is brought onto the Project premises, and will update the registration annually.
- The registration will include:
- 1) Information sufficient to identify the pet and to demonstrate That it is a common household pet; and
 - 2) A certificate signed by a licensed veterinarian or a State or Local Authority empowered to inoculate animals, stating that the pet has Received all inoculations required by applicable State and Local Law; and
 - 3) The name, address, and telephone number of one or more Responsible parties who will care for the pet if the pet owner dies, Is incapacitated, or is otherwise unable to care for the pet; and
 - 4) The registration will be updated annually at the annual Re-examination of tenants' income; and
 - 5) A statement indicating that the pet owner has read the pet rules And agrees to comply with them; and
 - 6) The Authority may refuse to register a pet if:

- a) The pet is not a common household pet: and
 - b) The keeping of the pet would violate any applicable House pet rule: and
 - c) The pet owner fails to provide complete pet registration Information; and
 - d) The pet owner fails annually to update the pet Registration: and
 - e) The Authority reasonable determines, based on the Pet owners' habits and practices and the pets' Temperament that the pet owner will be unable to Keep the pet in compliance with the pet rules and Other legal obligations; and
 - f) Financial ability to care for the pet and the Therapeutic value of the pet to the pets' owner will Not be a reason for the Authority to refuse to Register a per.
- 7) The Authority will notify the pet owner if the Authority refuses To register a pet. The Notice will:
 - a) State the reason/reasons for refusing to register the Pet; and
 - b) Be served on the pet owner in person.
 - c) Be combined with a notice of a pet rule violation if Appropriate.
- C. Cats and dogs shall be limited to small breeds where total weight shall Not exceed twenty (20) pounds and total height shall not exceed twelve (12) inches tall. Seeing-eye dogs are excluded to height and weight.
- D. All cat and dog pets shall be neutered and / or spayed, as verified by Veterinarian, cost to be paid by the owner. Pet owners will be required To present a certificate of health from their veterinarian verifying all Required annual vaccines.

Above PET OWNERSHIP POLICY was adopted: August 31, 1987

By the Housing Authority of the Town of Merryville, Louisiana

RESOLUTION NO. 87-5

Required Attachment M : Statement of Progress

The Housing Authority of Merryville has fulfilled its commitment in meeting its mission and goals of the 5 year plan by providing adequate, affordable, drug free housing while serving the needs and improving the quality of life for lower income citizens in the PHA jurisdiction by continuing modernization of units, improving apartment conditions, site appearance and safety, increasing security, promoting resident responsibility, lease enforcement and improving management scores. In an attempt to help with family self sufficiency, we have structured our flat rent program to favor those nonelderly/non-disabled families who work. We work with our local TANF and Adult Education agencies to help make our residents more employable.

Required Attachment N : Board Resolution for 5 year and Annual Plan

By Board Resolution # 01-03 the Five Year and Annual Plan was adopted by the Merryville Housing Authority.

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Overview of affect of the Quality Housing and Work Responsibility Act of 1998 (referred to hereafter as the "1998 Act", Pub. L. 105-276, 112 Stat. 2461) on public housing residents.

NOTE: This is a brief summary of parts of the 1998 Act that most affect residents. Policies and procedures for compliance with these requirements are defined under the appropriate section.

1. **Access to Housing Assistance for Poorest Families/Deconcentrating Poverty Public Housing** - The new act provides that 40% of newly-available public housing units at a public housing agency (Housing Authority) generally must go to families with incomes less than 30% of area median income (as determined by HUD).
2. **Deconcentrating Poverty** - The MHA must adopt an admissions plan to place relatively higher income families in lower income developments and lower income families in higher income developments, to help eliminate concentrations of poverty.
3. **Minimum rents** - The MHA has set a minimum rent of \$50.00 for residents in public housing. Exceptions to payment of minimum rent may be made by the MHA for families in hardship circumstances.
4. **Choice of rental payment** - The MHA shall develop both a flat rent and an income-based rent schedule and provide families with an annual choice between the two types of rent. The MHA's rental policy shall encourage and reward employment and economic self-sufficiency. If a family chooses a flat rent payment, but is later unable to pay that amount because of financial hardship, the MHA shall allow the family to switch immediately to an income-based rent.
5. **Earned Income Disregard** - For public housing residents, the new act allows the MHA to disregard earned income for 12 months after new employment and to phase in rent increases after that. In other words, a family's rent could not be increased for one year, and rent increases in the second year would be limited, when a family member who was unemployed or on TANF gets a job. Individual savings accounts may be used instead of an earned income disregard.
6. **Adjusted income and income reporting** - The new act provides mandatory exclusions for medical expenses of non-elderly families and for child and spousal support, but no money was appropriated by Congress for this in Fiscal Year 1999. This means that this requirement will not be implemented until Congress appropriates money for this specific requirement. It requires families in public housing or in tenant-based Section 8 to disclose income, earnings, wages or unemployment compensation to the MHA if the family receives information from HUD about these matters.
7. **Community Service and Self-Sufficiency Community service** - Adult members of assisted families must participate for at least 8 hours a month in community service or the MHA's economic self-sufficiency program. This does not apply to elderly persons, disabled persons, persons already working, persons exempt from work requirements under State welfare to work programs, or persons receiving assistance under a State program that have not been found to be in noncompliance with such a program. The MHA is required to refuse to renew the resident's 12-month lease for failure to satisfy this requirement. This provision shall not be implemented until HUD issues a final rule.
8. **Welfare sanctions and rent** - For residents in public housing receiving TANF, a family's rent will **not** be reduced when its income goes down because of welfare agency sanctions.

9. **Pets** - The new act allows residents in public housing (not tenant-based assistance) to have one or more common household pets, subject to the reasonable requirements of the MHA. The MHA shall prohibit pets that are classified as dangerous and prohibit pets in certain kinds of buildings or developments. The MHA will also require the resident to pay a pet deposit and a monthly pet maintenance fee. Residents must keep their pets responsibly. This requirement shall be implemented upon the issuance of final rule by HUD and further pet requirements will amend this policy and procedure.

10. **Safety and Security -**

Access to criminal and drug abuse records - The act allows the MHA to require applicants for public housing and tenant-based assistance to consent to the MHA obtaining adult criminal conviction records from the National Crime Information Center, other law enforcement agencies and drug abuse treatment facilities. If the MHA requires applicants to allow the MHA to get records on possible current illegal drug use from a drug abuse treatment facility, there are a number of legal consent, records, and confidentiality requirements that the MHA must meet.

Admissions screening - The act authorizes the MHA to establish standards prohibiting admission to federally assisted housing to households with a member who they determine is illegally using a controlled substance or abusing alcohol in a way that may interfere with the health, safety, or peaceful enjoyment of the premises by other residents. They are also allowed to deny admission to a household if any member during a reasonable time before admission engaged in drug-related or violent criminal activity. The MHA has determined a reasonable time to be 3 years. The MHA shall also screen for and prohibit admission of persons who are dangerous sex offenders.

Terminations and evictions - Residents of public housing shall have their leases terminated and be subject to expedited eviction (after an expedited grievance process) for violent or drug-related criminal activity and felony convictions. Families evicted for drug-related criminal activity from public housing, tenant-based Section 8, or other federally assisted units are prohibited from being readmitted for 3 years.

Definitions of Terms Used in this Statement of Policies

1. **Accessible Facility** - An entire or portion of a facility other than an individual dwelling unit used by individuals with physical disabilities.
2. **Accessible Individual Dwelling Units** - must be located on an accessible route and when designed, constructed, altered or adapted can be approached, entered, and used by individuals with physical disabilities.
3. **Accessible Route** - For mobility impairment -- a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For hearing and vision impairment -- need not comply with requirements specific to mobility.
4. **Adaptability** - Ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled person; or ability to meet the needs of person with difference types and degrees of disability.
5. **Area of Operation** - City of Merryville
6. **Assets** - Assets means "cash (including checking accounts), stocks, bonds, savings, or equity in real property, not including the value of personal property such as furniture, automobiles and household effects."
Important: See Definition No. 23 for a description of Net Family Assets, used to compute annual income.
7. **Auxiliary Aids** - means services or devices that enable individuals with impaired manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits or programs or activities.
8. **Community Service Requirement** - Section 512 amends section 12 of the USHA and adds new subsections (c) through (g). Subsection (c) of section 12 of the U.S. Housing Act of 1937 (USHA) imposes a requirement on adult public housing residents, with important exceptions, to participate for at least 8 hours per month in community service or economic self-sufficiency program. The MHA shall refuse to renew a resident's 12-month lease for failure to satisfy this requirement. This requirement will be implemented when HUD issues a final rule.
9. **Dependent** - A member of the household, other than the head, spouse, sole member, foster child, or live-in-aide, who is under 18 years of age, or 18 years of age or older and disabled, or a full-time students. The 1998 Act revises the definition of dependents to include not only full-time students at traditional educational institutions, but also persons pursuing full-time vocational training. HUD's definition of "full-time student" already included vocational training, but only in the context of certificate granting vocational schools. In this rulemaking, HUD revises the definition of "full-time student" (in 24 CFR 5.603) to refer generally to "vocational training."
10. **Disabled Person** - means any person who has a physical or mental impairment that substantially limits one or more major life activities.
Physical or mental impairment includes:
 - Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
 - neurological; musculoskeletal; special sense organs; respiratory, including speech organs;

cardiovascular; reproductive; digestive; gentio-urinary; hemi & lymphatic; skin; & endocrine; or

- Any mental or physiological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness & specific learning disabilities.
- Includes such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, and/or emotional illness. Not included are drug addiction and alcoholism.
- Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- A record of such impairment means: has a history of or has been mis-classified as having, a mental or physical impairment that substantially limits one or more major life activities.
- Is regarded as having such an impairment means:
 - has a physical or mental impairment that does not substantially limit one or more major life activities but is treated by a recipient as constituting such a limitation;
 - has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment; or
 - has none of the impairments listed in this definition but is treated by a recipient as having such an impairment.
- **Individual with disabilities definition does not include:**
any individual whose *current use* of alcohol or drugs prevents the individual from participating in the program or activity in question; or whose participation, by reason of current alcohol or drug abuse, would constitute a direct threat to property or the safety or others.

11. **Divestiture Income** - Imputed income from assets disposed of by applicant or resident in the last two years at less than fair market value.
12. **Elderly Family** - A family whose head or spouse (or sole member) is at least 62 years of age, or disabled as defined in this Policy. It may include two or more elderly, disabled, persons living together, or one or more such persons living with one or more Live-in-Aides.
13. **Extremely Low-income Family** - Extremely low-income family means a family whose Annual Income does not exceed 30 percent of the median Annual Income for the area, with adjustments for smaller and larger families, as determined by the Secretary of Housing and Urban Development.
14. **Family** - A group of persons regularly living together, related by blood, marriage, adoption, guardianship or operation of law; or an elderly family. Other persons, limited to foster children, live-in-aides, and relatives temporarily absent, may be considered a part of the family group if they are living or will live regularly with the family.
15. **Flat rents** - A flat rent is the amount of tenant rent based on the market value of the unit, as determined by the MHA. Flat rents must be a rent which would allow the unit to be successfully rented if the development were not public housing (neither lower nor higher).
16. **Full-time Student** - A person who is carrying a subject load which is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to college, university, secondary school, vocational school, or trade school.
17. **Head of Household** - Head of household means the family member who is held responsible and accountable

for the family.

18. **Live-in Aide** - A person who resides with an Elderly, or Disabled person or persons and who (a) is determined by the Authority to be essential to the care and well being of the persons; (b) is not obligated to support the family member; and (c) would not be living in the unit except to provide the necessary supportive services.
19. **Lower Income Household** - A family or single person whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families.
20. **Medical Expense Allowance** - For purposes of adjusted income determination, for elderly families only, medical expenses mean the medical expenses in excess of 3% of Annual Income, where these expenses are not compensated for or covered by insurance.
21. **Minor** - A minor is a person less than 18 years of age. An unborn child will not be considered a minor. (See definition for dependent.)
22. **Minimum Rents** - the minimum amount of rent (\$25-\$50) that a Housing Authority must charge a resident to comply with the 1998 Act.
23. **Net Family Assets** - The net cash value, after deducting reasonable costs that would be incurred in disposing of:
 - Real property (land, houses, mobile homes)
 - Savings (e.g. CDs, IRA or Keough accounts, checking and savings accounts, precious metals)
 - Stocks and bonds (e.g. mutual funds, corporate bonds, savings bonds)
 - Other forms of capital investments (e.g. business equipment)
 - Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: broker or legal fees, settlement costs for real property, penalties for withdrawing saving funds before maturity.
 - Net Family Assets also includes the amount in excess of any consideration received for assets disposed of by an applicant or resident for less than fair market value during the two years preceding the date of the program application or recertification. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale.
 - In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms.
24. **Single Person** - A person living alone or intending to live alone who does not qualify as an elderly family, disabled person, or the remaining member of a resident family. **The Authority shall extend preference to elderly families (including disabled persons) and displaced persons over single persons.**
25. **Spouse** - Spouse means the husband or wife of the head of the household.
26. **Resident Rent** - The amount payable monthly by the Family as rent to the MHA. Calculated either and Flat Rent, Income-based Rent, or Minimum Rent. Where all utilities (except telephone) and other essential housing services are supplied by the MHA, Resident Rent equals either Flat Rent, Income-based Rent, or Minimum Rent of \$50.00. Where some or all utilities (except telephone) and other essential housing services

are not supplied by the MHA and the cost thereof is not included in the amount paid as rent, Resident Rent equals Total Resident Payment or a minimum rent of \$50.00 less the utility allowance. Flat Rent is defined above and shall not include a deduction for tenant-paid utilities.

27. Total Tenant Payment (TTP) - The TTP is calculated as the greatest of:

- 30% percent of family monthly adjusted income;
- The current Flat Rent;
- 10 percent of family monthly income;
- Welfare rent in as-paid states; or
- \$50.00 minimum rent.

28. Utilities - Utilities means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility. (7465.1 REV APP.3)

29. Very Low-Income Family - Very low-income family means a family whose Annual income does not exceed 50 percent of the median Annual Income for the area, with adjustments for smaller and larger families, as determined by the Secretary of Housing and Urban Development.

30. Utility Reimbursement - Funds that are reimbursed to a resident if the utility allowance exceeds the total resident payment or the minimum rent of \$50.00 which ever applies.

Section 1 Statement of Policies

This *Admission and Continued Occupancy Policy* establishes policy by which the Merryville Housing Authority (MHA) will administer the admission of and continued occupancy in conventional low income housing. This Policy is designed to meet the needs of individuals and families for public housing and the statutory purpose in developing and operating socially and financially sound public housing communities which provide decent, safe, sanitary homes and suitable living environments for fostering economic and social diversity and upward mobility in the residents.

Specifically, this policy is designed to achieve four major objectives:

1. To provide decent, safe and sanitary housing for eligible participants;
2. To avoid concentrations of the most economically and socially deprived families in any one or all of the MHA's housing projects;
3. To preclude admission of applicants whose habits and practices reasonably may be expected to have a detrimental effect on the tenants of the project environment, and
4. To attain, within a reasonable period of time, a tenant body in each project composed of families with a broad range of incomes and rent-paying ability that is generally representative of the range of incomes of lower income families in the MHA's area of operation.

The Policy covers both admission and continued participation in the Federally-funded Low-Rent Housing Program.

Also, this Policy has incorporated provisions related to admission and occupancy requirements of public housing and Section 8 assisted housing that were made by the 1998 Act, and, among other requirements, continues the *One Strike and You're Out Policy*. The *One Strike and You're Out Policy* mandates public housing authorities to implement a strict policy which maintains that residents (or their visitors, guests and invitees) in public housing who engage in drugs, other criminal activity or activities which adversely affect the health, safety and peaceful enjoyment of the community by other residents face swift and immediate eviction. The *One Strike and You're Out Policy* also requires public housing authorities to carefully screen all applicants to ensure that they can pass criminal background checks. In compliance with public policy and Federal requirements, the MHA has included provisions which provide for the following:

1. Comprehensive background screening of applicants which includes screening for criminal activity.
2. The exclusion of applicants whose criminal histories indicate that they would not be desirable residents of public housing.
3. The exclusion of applicants whose family members who have been determined by the MHA to be using a controlled substance or abusing alcohol in a way that may interfere with the health, safety, or peaceful enjoyment of the premises by other residents. The MHA shall deny admission to a household if any member during the previous 3 years prior to application engaged in drug-related or violent criminal activity. The MHA shall also screen for and prohibit admission of persons who are dangerous sex offenders. Dangerous sex offenders are never allowed admission.

4. The MHA shall give families a choice among options for rents. The options provided shall include at least a flat rent and an income-based rent calculation. This choice shall be given to each family annually. The MHA shall provide residents with enough information to make an informed choice.
5. The eviction of residents who have been identified by reliable sources as participating in criminal activities in their dwelling unit, within the MHA Area of Operation or anywhere else.
6. Holding residents responsible for all unlawful, violent or disturbing actions of their households, family members, guests, visitors and invitees.
7. The screening of existing residents for criminal conduct as a part of each recertification process.
8. Enforcing a No Trespass policy which readily identifies nonresident individuals on the MHA property who violate the *One Strike and You're Out Policy*.

These provisions will ensure that the MHA meets all requirements under the *One Strike and You're Out Policy* and greatly enhance the efforts to improve the health, safety and peaceful enjoyment of its public housing communities.

Additionally, the lease requirements have been revised to include residents' mandatory compliance with the Community Service requirements of the 1998 Act. Each public housing lease must have a 12-month term, which must be automatically renewed for all purposes except noncompliance by an adult member with the community service requirements to contribute 8 hours per month of community service (not MHA-approved community service or economic self-sufficiency activities).

Changes to these Policies shall be approved by the MHA Board of Commissioners and are subject to a 30 day review period during which the residents of the MHA's communities are invited to comment.

The MHA is responsible for complying with all existing and subsequent changes in HUD regulations pertaining to the Public Housing Programs. If, at any time such changes conflict with these Policies, HUD regulations shall have precedence. All issues not addressed in this document related to residents and participants are governed by the 1998 Act, HUD Regulations, the Code of Federal Regulations, HUD Memos, Notices, and Guidelines or other applicable law(s).

Section 2

Fair Housing and Nondiscrimination

The MHA shall comply fully with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents, applicants, or staff which may subsequently be enacted.

The MHA shall not discriminate because of race, color, creed, religion, sex, age, disability, handicap or national origin in the leasing, rental, or other disposition of housing or related facilities (including land) included in a development or developments under its jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use for occupancy thereof.

The MHA shall not automatically deny admission to any particular group or category of otherwise eligible applicants (e.g. unwed mothers, families with children born out of wedlock, elderly pet owners or families whose head or spouse is a student). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

The MHA will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all. In accordance with Section 504, the MHA will make such physical or procedural changes to reasonable accommodate people with disability. The MHA's records with respect to applications for admission to any low-income housing assisted under the United States Housing Act of 1937, as amended, shall indicate for each application the date and time of receipt; the determination of the MHA as to eligibility or non-eligibility of the applicant; where eligible, the unit size for which eligible, and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.

To further its commitment to full compliance with applicable Civil Rights laws. The MHA will provide Federal/State/local information to Public Housing applicants and tenants regarding "discrimination" and any recourse available to them should they feel they have been the victim of discrimination. Such information will be made available during family briefing sessions.

The MHA will periodically review and update its Equal Opportunity Housing Plan to ensure that these objectives are being met.

Posters and housing information that is easily readable from a wheelchair is provided in locations throughout the MHA's office. Except as otherwise provided in 24 CFR 8.2 1 (c)(1), 8.24(a), 8.25, and 8.31, no qualified individual with handicaps shall, because the MHA's facilities are inaccessible to or unusable by persons with handicaps, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance. Information for the hearing impaired is provided by the TDD, telephone number _____.

Section 3 Marketing

The MHA will conduct outreach in an effort to obtain and maintain a well-balanced application pool. Outreach efforts will take into consideration the level of vacancy in the MHA's units, income targeting requirements, unit availability through turnover, and waiting list characteristics. The MHA will periodically assess these factors in order to determine the need and scope of the marketing effort.

A. Public Notice to Low-income Families

The MHA will publicize and disseminate information, as needed, concerning the availability and nature of housing assistance for very low income families. Upon execution of an Annual Contributions Contract (ACC) for additional units, the Authority will make known to the public through publication in a newspaper of general circulation, minority media, and other suitable means, the availability and nature of housing assistance for Very Low Income families, unless application taking has been suspended according to HUD regulations.

All public notices under this section shall be made in accordance with the MHA's HUD-approved equal opportunity housing plan and with the HUD advertising guidelines for fair housing requiring the use of the equal housing opportunity logotype, statement and slogan.

B. Notice Requirements

The Notice will:

1. Advise families that applications will be taken at the designated office
2. Briefly describe the Public Housing Program; and
3. State that occupants/applicants for Section 8 Programs who also apply for the Public Housing Program will not lose their place on the Section 8 Programs waiting list.

To reach persons who cannot read the newspapers, the MHA will distribute fact sheets to the broadcasting media. Personal contacts with the news media and with community service personnel, as well as public service announcements, will be made.

Program announcements will also be disseminated through organizations for the disabled.

Section 4 Privacy Policy

It is the policy of the MHA to ensure the privacy of individuals conferred by the Privacy Act of 1974, and to ensure the protection such individuals' records maintained under the MHA's Public Housing Program. This privacy policy in no way limits the MHA's ability to collect such information as it may need to determine eligibility, to implement the screening process, or to compute rent.

Applicants will be required to sign the Federal Privacy Act Statement and *HUD Authorization for Release of Information*, in conjunction with the *HUD 50058* form which states under what conditions HUD will release tenant and owner information.

The MHA's policy regarding release of information is in accordance with these documents and individual family authorized verification forms which are not covered under the *HUD Authorization for Release of Information*.

Section 5 Eligibility for Admission

A. Criteria for Admissions

The following applicants are eligible for admission:

1. **Police Officers.** The MHA shall allow police officers to reside in public housing or assisted housing.

2. **Who qualify as a family,** defined as:

A group of persons regularly living together, related by blood, marriage, common-law marriage, adoption, guardianship or operation of law; or a single woman who is pregnant at the time of admission, or a single person who has secured, or is in the process of securing the custody of any individual(s) below the age of 18, or an Elderly family (head of household must be 62 years of age or older), or Single Person. Other persons, including foster children, relatives temporarily absent and Live-in Aides may be considered a part of the family group if they are living or will live regularly with the family;

3. **Who qualify as single.** A low-income person. *Note: Preference is given to elderly, disabled, or displaced families over other single persons and the MHA makes this type of preference a part of its local preference policies.*
4. **Whose Annual Income at time of admission does not exceed the income limits for occupancy** approved by the Department of Housing and Urban Development, as posted separately in the MHA's main office.
5. **Whose past performance in meeting financial obligations, especially rent, is satisfactory.** In this respect, no applicant shall be eligible for admission who currently owes money to the MHA or another public housing authority or agency, until such money has been paid in full.
6. **Who have no record of the disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which would adversely affect the health, safety or welfare of other residents or that may cause the infestation of the unit by cockroaches or other bugs or vermin.**
7. **Who are not currently adequately housed in a MHA low-rent dwelling unit.** (Listed on a current the dwelling lease in a unit meeting occupancy standards for the specific family size);
8. **Who meet or exceed the screening and Resident Selection Criteria set forth in this policy** including the following criteria as described by the screening, lease, and eviction provisions:
 - A. Whose members each have a Social Security number or can document and certify that they do not have Social Security numbers. (1) All family members six (6) years or older must provide their Social Security numbers if they have been issued a number by the Social Security

Administration or sign a certification that they have not been assigned one. If an individual is under 18 years of age, the certification must be executed by his or her parent or guardian. If a participant who has signed a certification form obtains a Social Security number, it must be disclosed at the next reexamination.

- B. Who can verify that they are legal citizens or legal aliens of the United States of America. Each adult member of the household (18 years or older) has to sign a Declaration of U.S. Citizenship form. Adults responsible for children (minor under the age of 18 years) who will reside in their units will also sign a Declaration of U.S. Citizenship form for each child. The original copies of the signed Declaration of U.S. Citizenship forms will be retained in the resident's file.
 - C. Who have not been determined ineligible because of an eviction for drug-related activity. Drug-related criminal activity is defined as the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance. Persons evicted from public housing, Section 8 program or any other housing because of drug-related criminal activity are ineligible for admission to the assisted programs for a three-year period beginning on the date of such eviction.
 - D. Who is not a person or persons (including all family members) for whom the MHA has determined there is reasonable cause to believe that the person(s) abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
 - E. Who is not a person or persons (including all family members) for whom the MHA has determined there is reasonable cause to believe that the person's "pattern" of illegal use of a controlled substance or "pattern" of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
9. **Who is determined not to have a conflict of interest** An applicant may be determined ineligible under the MHA's "Conflict of Interest" provision if the applicant is:
- A. A member, official, or employee of the MHA who formulates policy or influences decisions with respect to the Admission Policy for Public Housing; or
 - B. A public official or member of the local governing body or a local legislator who exercises functions or responsibilities with respect to the Low Rent Public Housing program.

This conflict of interest provision does not preclude a tenant from serving on the Board of Commissioners or being employed with the MHA.

B. Information Concerning a Family's Criminal Activities

The MHA will not be obligated to ferret out information concerning a family's criminal activities as part of the processing of an application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to the MHA regarding this matter. The inquiries will be standardized and directed to all applicants by the inclusion of the inquiry on the formal application form.

Final

Families who have been evicted from Public Housing or by Section 8 owners for **engaging** in these activities will be denied admission (including but not limited to Public Housing and housing subsidized under the Section 8 Certificate, Voucher or Moderate Rehabilitation programs).

Families must provide information/documentation required within the time frames provided or their application may be withdrawn.

Eligibility for Continued Occupancy/Annual Reexaminations

Eligibility for continued Occupancy shall be determined once each year in accordance with an established reexamination schedule.

Section 6 The Application Process

A. Applying for Admissions

1. Acceptance of Applications

- a. Applications will be taken from all families interested in housing assistance as long as the waiting list is open and MHA is accepting applications. Applications may be made in person at MHA during normal business hours or may be requested by phone and mailed back to the MHA.
- b. The application must be dated, and time-stamped when received. Duplicate active applications or applications will not be honored.
- c. Eligible applicants may select to be placed on the agency-wide waiting list or a specific site(s) waiting list, or both.
- d. Individuals with handicaps or disabilities which would prevent them from making application in person may call MHA's office to make special arrangements to complete their application.
- e. MHA may also take preliminary applications at designated outreach sites as it determines necessary to comply with special outreach efforts.
- f. All application will be pre-screened for the following criteria:
 1. Documented eviction from any assisted or non assisted housing for Drug-Related Criminal Activity. Drug-related Criminal Activity
 2. Determination by MHA that there is reasonable cause to believe that the person abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
 3. Determination by MHA that there is reasonable cause to believe that the person's "pattern" of illegal use of a controlled substance or "pattern" of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
 4. Determination by MHA that the applicant or member of the applicant's family is a dangerous sex offender.
 5. Determination by MHA that the applicant or member of the applicant's family owes to MHA back rent or other charges, or have established a pattern of late payment.
 6. Ability to verify and/or certify that they are legal citizens or legal, eligible noncitizens of the United States of America.
- g. Applicants that clear pre-screening shall attend an interview to determine final eligibility.

B. Processing Applications For Admission

1. Initial Applications

- a. An application must be completed and signed by the head of household, spouse, and other adult members. An adult member is defined as any person over 18 years of age intending to occupy the unit.

The information to be submitted and verified at this time is:

- The completed application form

balance which has been written off as a collection loss. **Applications shall not be accepted from applicants (otherwise eligible) who applies owing a balance until such time as the balance is paid in full.**

7. Where an applicant cannot verify that they are legal citizens or legal, eligible noncitizens of the United States of America. Each adult member of the household (18 years or older) has to sign a Declaration of U.S. Citizenship form. Adults responsible for children (minor under the age of 18 years) who will reside in their units will also sign a Declaration of U.S. Citizenship form for each child. **Only legal citizens and legal, eligible noncitizens shall be accepted for occupancy.**
 - b. **If it is determined by MHA that any one of the seven categories above apply to the applicant, further processing of the application shall not continue. MHA shall review the application and notify the applicant within twenty one (21) calendar days of such a determination. Additional applications from the family and/or its members will not be accepted or considered until such time as the conditions stated above are met.**
 - c. The applicant shall have 10 calendar days to appeal the above determination by following MHA's appeal process defined later in these policies and procedures.
3. **Step 2 - Determination of Initial Eligibility and Application of Local Preferences**
- a. **Determination of Initial Eligibility and Application of Local Preferences**

Ability to Comply with the Lease

Information to be considered in completing applicant screening shall be reasonably related to assessing the conduct of the applicant, or other family members listed on the application, in present or prior housing. The history of an applicant's conduct must demonstrate that the applicant family can reasonably be expected *not* to:

- Interfere with other residents in such a manner as to diminish their enjoyment of the premises by adversely affecting their health, safety, or welfare;
- Adversely affect the physical environment or financial stability of the development;
- Violate the *One Strike and You're Out Policy* and the 1998 Act;
- Violate the terms and conditions of the lease;
- Require services from MHA staff that would require an alteration in the fundamental nature of MHA's program.

Applicant ability and willingness to comply with the above requirements in current and former housing will be checked and documented in accordance with MHA's Applicant Screening Procedures.

- b. If the applicant clears the initial screening criteria and when a unit becomes available, MHA proceed as follows:

1. From the application, a preliminary eligibility determination is made.
2. If the family is determined to be preliminarily eligible, the applicant will be informed of the determination by mail within 21 calendar days of receipt of the application.
3. Preliminary eligible applicants are placed on the appropriate waiting list according to preference, date and time the applications are received.
4. If an applicant is determined ineligible, the applicant shall be notified, in writing, within 21 calendar days of receipt of the application of the determination. The notice will state the reason for the determination and advise them of their right to an informal appeal.
5. An automated waiting list report by bedroom size will be printed every Friday which includes the following information on apparently eligible households who have an active
 - Application number
 - Preference determination
 - Date and time the application was received
6. Each eligible applicant shall be placed on the Waiting List and the files maintained in a manner so as to assure compliance with the selection of families provisions of this Policy.

c. Changes in Family Circumstances While on Waiting List

Applicants are responsible for informing MHA of changes in family circumstances (including income) and are responsible for responding to requests from MHA to update application. Failure to provide information may result in the applicant being removed from the waiting list.

d. Remaining on the Waiting List

Applicants will be advised to notify MHA, in writing, every six (6) months, until selected, of their continued interest for assistance under the program: otherwise their names shall be removed from the waiting list.

4. Step 3 - Scheduled Application Interview

- a. Final eligibility will be determined prior to selection for occupancy. Once a unit becomes available, MHA shall notice the applicant of the date, time and place of the Final Application Interview.
- b. All required documents must be submitted by the applicant ten (10) calendar days prior to date and time of the interview unless an extension has been requested and approved by MHA. Otherwise the family will be notified in writing that their application will be withdrawn and of their right to an informal appeal.
- c. If the applicant misses the application interview, MHA shall remove the applicant from the family from the waiting list. Otherwise the family will be notified in writing that their application will be withdrawn and of their right to an informal appeal.

Section 7

Waiting List Management

It is the MHA's policy to administer its waiting list as required by HUD regulations.

1. Opening and Closing Waiting Lists

In order to maintain a balanced application pool, the MHA, at its discretion, may restrict application taking, suspend application taking, and close waiting lists in whole or in part. The MHA will also update the waiting list by removing the names of those who are no longer interested or no longer qualify for housing or cannot be reached by telephone or mail.

If the MHA has sufficient applications to fill anticipated vacancies for the coming 12 months, it may elect to: (a) close the waiting list completely; (b) close the list during certain times of the year; or (c) restrict intake by type of development, or by size and type of dwelling unit.

Decisions about the waiting list will be based on the number of applications available for a particular size and type of unit and the ability of the MHA to house an applicant in an appropriate unit within a reasonable period of time. Closing the waiting lists, restricting intake, or opening the waiting list will be publicly announced.

During the period when the waiting list is closed, the MHA will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

2. Determining if the waiting list may be closed.

The MHA will use the following method to determine whether the waiting list(s) may be closed:

The MHA will compute the average number of move-ins per year over the past two years. The average number will be multiplied by 90%.

If the waiting list exceeds the average number multiplied by 90%, the waiting list may be closed.

At any point after the waiting list has been closed, if the number of applicants drops below 90% of the average number of move-ins per year, the Authority may re-open the waiting list and begin to take new applications.

The above steps will be conducted separately for the waiting list for the elderly complexes and the waiting list per individual bedroom size for family complexes.

3. Removal of Applicants from the Waiting List.

Applicants' names may be removed from the waiting list either by being withdrawn or rejected.

Applicants' names may be withdrawn either at their request or because the MHA is unable to contact them. No informal hearing is required following withdrawal, although the MHA will maintain files of withdrawn applicants for three years or until the next HUD occupancy audit.

Applicants whose applications are rejected are entitled to an informal hearing if requested within ten (10) days of the notification of rejection. The files of rejected applicants will be held for three years or until the next HUD occupancy audit.

The MHA will remove an applicant's name from the waiting list under the following circumstances:

- A. The applicant requests that the name be removed.
- B. The MHA has made a reasonable effort to contact the applicant to determine continued interest. For this purpose, reasonable effort to contact shall mean notification in writing sent by first class US mail to the applicant's latest address of record. The applicant shall have five (5) calendar days to respond. The applicant response must include advising the MHA of any change in family status or change in living or mailing address. When the MHA's reasonable effort to contact the applicant to determine continued interest in renting from public housing has been unsuccessful, correspondence to the latest address that is returned by the Post Office will constitute documentation of reasonable effort to contact the applicant. (Returned mail is to be filed unopened.).
- C. The MHA has notified the Applicant of its intention to remove the Applicant's name because the applicant is no longer eligible for public housing according to the definition of eligibility.
- D. The MHA has made reasonable efforts to contact the applicant to (a) schedule interviews necessary to complete the application process; or (b) obtain information necessary to process the application; and the applicant has failed to respond.
- E. The applicant fails to keep a scheduled interview or fails to respond to the MHA concerning information that is necessary to process the application. In this case, the MHA will notify the applicant in writing that he/she has 7 calendar days within which to reschedule the interview or provide the needed information. If the applicant fails to respond within that period, the application will be withdrawn from the waiting list.
- F. The MHA will consider and document mitigating circumstances such as health problems or lack of transportation in determining if the application should be withdrawn.
- G. The applicant fails to pay an outstanding balance owed to the MHA or fails to meet the home visit or orientation requirements will be sent a Notice of Rejection.
- H. The Applicant fails to pay an existing utility balance which results in a denial of service by the utility supplier.
- I. The applicant who declines three offers for a unit will be placed at the bottom of the waiting list as the waiting list stands at the date and time of the third rejection.

- As an incentive, the MHA shall bear the cost of relocation. Relocation costs are limited to the actual cost of the move and utility deposits including telephone and cable TV, but only if the resident had a telephone and cable TV at the unit being vacated.
- Should the number of families necessary to achieve the 40% target choose not to relocate, the MHA shall target the appropriate number of units and will apply the wait list skipping procedure defined below to occupy the units as units become available for occupancy.

Maintaining deconcentration

Maintaining the 40% target of families whose income are at or below 30 percent of median ("very poor families") of HUD's current income limits.

The 1998 Act allows a Housing Authority to offer incentives to eligible families that would help accomplish the deconcentration and income-mixing objectives. In addition, skipping of a family on a waiting list specifically to reach another family with a lower or higher income is permissible, provided that such skipping is uniformly applied.

Therefore, when a development's percentage of families meeting the 30 percent of median ("very poor families") of HUD's current income limits falls below 40% of the total units, the MHA shall select the next eligible family from the wait list whose income is less than 30 percent of median ("very poor families") of HUD's current income limits and who meets all other admissions requirements. The MHA shall continue selecting families in this manner until the 40% target is met.

Likewise, should a development's percentage of families meeting the 30 percent of median ("very poor families") of HUD's current income limits exceed 40% of the total units, the MHA shall select the next eligible family from the wait list whose income is more than 30 percent of median ("very poor families") of HUD's current income limits. The MHA shall continue selecting families in this manner until the 60% target is met.

by a third party, letters, and telephone conversation with reliable sources. At a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a synopsis of the information received.

- b. Sources of information may include, but are not limited to, the applicant (by means of interview or home visits); landlords will be asked for a reference, criminal reports and MHA records.

In the event a reference is unfavorable, the MHA shall give consideration to mitigating factors such as the applicant's relationship with the Landlord, the Landlord's willingness to attend an informal hearing and any verifiable information that the MHA may have about the Landlord, employers, family, social workers, parole officers, court records, drug treatment centers, clinics, physicians, or police departments, where warranted by the particular circumstances. Failure of the applicant to give landlord references will be cause for the rejection of the application.

In the event of receipt of unfavorable information regarding the conduct of the applicant for compliance with the 1998 Act, the MHA may elect to give consideration to the nature and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct or financial prospects in determining the eligibility of the applicant. Factors to be considered in such a case will include the following:

- Evidence of successfully completing a supervised drug or alcohol rehabilitation program approved by the MHA;
- Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs;
- Evidence of the applicant family's willingness to increase family income, participate in training and employment programs and the availability of such programs; and the circumstances leading to the eviction(s) no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated.

All waivers must be approved in writing by the Executive Director.

Income Computations: Annual income used to determine eligibility, and adjusted income, the income upon which rent is based, will be computed in accordance with the definitions and procedures of this policy.

C. Attempted Fraud

Any information provided by the applicant that verification proves to be untrue may be used to disqualify the applicant for admission and continued occupancy on the basis of attempted fraud. The MHA considers false information about the following to be grounds for rejecting an applicant:

- Income, assets, family composition
- Social Security numbers
- Allowances (i.e. child care expenses, medical expenses)
- Previous occupancy or criminal history
- Information used in Applicant Screening

Unwitting errors that do not secure an advantage *with regard to program eligibility or rent* will not be

used as a basis for applicant rejection.

Section 10 Screening and Resident Selection Criteria

A. The Screening Policy

1. **All application are pre-screened for initial eligibility.** Initial screening will also be conducted in compliance with the 1998 Act, and shall include specifically:
 - a. Documented eviction from any assisted or non assisted housing for Drug-Related Criminal Activity. Drug-related Criminal Activity is defined as the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance. **Applications will be accepted from applicants who have been evicted from public housing, Indian housing, Section 23, or Section 8 programs because of Drug-Related Criminal Activity only after the three-year period has expired.**
 - b. Documented eviction from public housing, Indian housing, Section 23, or Section 8 programs because of Drug-Related Criminal Activity are ineligible admission to assisted programs for a three-year period beginning on the date of such eviction. **Applications will be accepted from applicants who have been evicted from public housing, Indian housing, Section 23, or Section 8 programs because of Drug-Related Criminal Activity only after the three-year period has expired.**
 - c. Determination by MHA that there is reasonable cause to believe that the person abuses alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. **MHA shall deny admission to a household if any member under this definition until the applicant can provide evidence of successfully completing a supervised drug or alcohol rehabilitation program approved by MHA**
 - d. Determination by MHA that there is reasonable cause to believe that the person's "pattern" of illegal use of a controlled substance or "pattern" of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. **MHA shall deny admission to a household if any member under this definition until the applicant can provide evidence of successfully completing a supervised drug or alcohol rehabilitation program approved by MHA**
 - e. Determination by MHA that the applicant or member of the applicant's family is a dangerous sex offender. **Dangerous sex offenders are never allowed admission.**
 - f. Determination by MHA that the applicant or member of the applicant's family owes back rent or other charges, or have established a pattern of late payment. A former MHA resident (otherwise eligible) who applies owing a balance consisting of uncollected rent and/or miscellaneous charges will not be considered for housing. In this case, MHA makes no distinction between an outstanding balance carried as a current receivable and an outstanding balance which has been written off as a collection loss. **Applications shall not be accepted from applicants (otherwise**

eligible) who applies owing a balance until such time as the balance is paid in full.

- g. Where an applicant cannot verify that they are legal citizens or legal, eligible noncitizens of the United States of America. Each adult member of the household (18 years or older) has to sign a Declaration of U.S. Citizenship form. Adults responsible for children (minor under the age of 18 years) who will reside in their units will also sign a Declaration of U.S. Citizenship form for each child. **Only legal citizens and legal, eligible noncitizens shall be accepted for occupancy.**
2. **If it is determined by MHA that any one of the categories above apply to the applicant, further processing of the application shall not continue. MHA shall review the application and notify the applicant within twenty one (21) calendar days of such a determination. Additional applications from the family and/or its members will not be accepted or considered until such time as the conditions stated above are met.**
3. The applicant shall have 10 calendar days to appeal the above determination by following MHA's appeal process defined later in these policies and procedures.

B. Applicant Screening Procedures

The MHA will be the final judge of what constitutes adequate and credible documentation. If staff have doubts about the veracity or reliability of information received, they should pursue alternative methods until they are satisfied that their documentation is the best available.

Since landlords have a relationship with applicants that is more similar to the MHA's as compared to other housing providers such as friends, relatives, shelters or institutions, this procedure will draw a distinction about the verification required.

1. How each Applicant's History will be checked:

Following are the methods by which every applicant's performance relative to each of the screening criteria will be checked.

a. Family's past performance meeting financial obligations, especially rent:

Screening for this factor will take into account:

- Income - Employment, benefits (non-wage), assets.
- Credit History - Record of eviction, judgement, or significant debt which would reduce ability to pay rent.
- Contact with current landlord and prior landlords to gather information about past performance in meeting rental obligations. The MHA Landlord Verification Form will be used to gather this information.
- Contact with a prior utility supplier, if applicable, to gather information on the applicant's payment history. The MHA Utility Verification Form will be used to collect utility history.

- Family's ability and willingness to comply with the Lease.
- Criminal Background Checks - contacts with local law enforcement agencies to complete the MHA Criminal Background Verification Form. If any family member has a history of criminal activity, especially related to drugs or crimes of violence, they will not qualify for admission in compliance with the 1998 Act.
- Contact with current landlord and prior landlords to gather information about the family's history of disturbances or destruction of property. The MHA Landlord Verification Form will be used for the verification.
- Home Visit to eligible applicants. The MHA staff performing the home visit will be trained to note the difference between damage to the current residence that was caused by the applicant as opposed to substandard conditions in the unit that are the responsibility of the landlord. Applicants will be notified of home visits as soon as practical. The MHA staff will use the MHA Home Visit Form.

Only trained MHA personnel will be performing inspections. To avoid possible bias, it is necessary to achieve as close to a standardized approach to inspections as possible. All staff performing inspections should agree to what constitutes an unacceptable condition.

To help overcome individual differences in inspectors, the form asks for a description of unacceptable conditions. The inspector should give a succinct but complete report of exactly what conditions triggered the unsatisfactory rating.

- The MHA staff may request detoxification centers to provide information to determine the person's "pattern" of illegal use of a controlled substance or "pattern" of abuse of alcohol which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
 - Staff will also use the Checklist: Ability to Comply with Lease Terms in an interview with the applicant to ascertain the ability to comply with the terms of the Lease and any history of disturbance of neighbors, destruction of property, or living or housekeeping habits that would pose a threat to other residents.
 - Family's record of eviction from housing or termination from residential program.
 - Former resident ledgers, and/or files that maintain information concerning uncollected rent and/or miscellaneous charges of previous MHA residents will be checked, and in accordance with provisions of these policies, the applicant may not be placed on the Waiting List until that balance is paid. Likewise, balance outstanding on any other housing assistance program shall mean that an applicant shall not be placed on the waiting list. Otherwise eligible applicants who apply for housing with outstanding balances owed to the MHA shall be rejected.
- b. If the applicant has no landlord references (e.g., because of living with friends or family or in an

institution or shelter) or if the landlord references are ambiguous or non-credible, the MHA shall run a credit check on the applicant, interview, or request personal references. In addition, the MHA will check court records for evidence of evictions or judgments against the applicant. The purpose of these checks is to obtain information on the applicant's past history of meeting financial obligations and future ability to make timely rent payments.

Families receiving unfavorable background information:

In the event of the receipt of unfavorable information on the background of the family, consideration shall be given to the time, nature and extent of the applicant's conduct and factors which might indicate a reasonable probability of favorable future conduct or financial prospects. The MHA may require additional documentation as necessary to determine the applicant's ability to uphold the lease agreement. These factors may include:

- Evidence of rehabilitation;
- Evidence of the applicant family's participation and willingness to continue the participation in social services or other appropriate counseling service programs and the availability of such programs;
- Evidence of the applicant family's willingness to attempt to maintain adequate family income through training and employment and the availability of such programs;
- Evidence of repayment or continuance of satisfactory payment towards outstanding indebtedness.

C. The Application Form and Screening

The Application for Admission form constitutes the basic record of each family applying for admission. Each applicant will be required to complete the application form and be formally interviewed by the MHA staff. Key questions relating to the applicant's eligibility and resident history will be asked as a part of the application process. The form will have sections to list the names and Social Security numbers of all family members. Other forms will require the name, address and telephone numbers of either current and former landlords or the housing provider with whom they are currently living. Failure to complete this information will end the application processing. The MHA staff will assist applicants, as needed, in understanding the application process and completing the MHA forms.

D. Obtaining Applicant Releases

When applicants are interviewed prior to the eligibility, all adult family members will be required to execute the following releases, as appropriate:

1. Former Landlord Referral Form: one each for the current and former landlord(s), plus others as needed.
2. One copy of the Power & Light Utility Verification Form: the form will verify electric utility information.

3. Two copies (one form is used, then duplicated) of the Authorization to Release Information Form: One copy will be sent to verify the applicant's criminal history and the other will be used to verify civil court action relating to evictions and debt action.
4. One copy of the Criminal Record Release Form.
5. One copy of the Verification of Ability to Comply with Lease Terms Form.
6. Applicants or residents must sign and submit a Form HUD 9886 at the time their eligibility is determined, or during an interim recertification or regularly scheduled income recertification.

The Form HUD 9886 must be signed by the head of household and spouse regardless of age and by each adult member in the household at the initial examination. This form may be used in accordance with The Computer Matching and Privacy Protection Act of 1988 which mandate the Privacy Protection Act of 1974 to expand the safeguards and verification requirements applicable to data that will be used in federal computer matching program.

The form is a general authorization form and is not intended to replace specific forms used by the MHA to verify information about applicants and residents.

The MHA has the option of using the HUD authorization form in the following ways:

- The MHA can continue to have all household members to whom these requirements apply sign their consents on individual verification forms and retain a signed HUD form on file to verify any suspected unreported or misreported facts; or
- The MHA can delete the consent statement on their verification forms and insert a statement that a signed HUD form which contains authorization is on file and available upon request; or
- The MHA can delete the consent statement on their verification form and attach a copy of the signed HUD form.

In all cases the form must be used with an appropriated verification form that requests specific information. It may not be used alone because it does not specify the exact information being verified.

E. Explaining the Screening Process

Applicants will be informed what the MHA's applicant selection policy is and what aspects of their background will be checked. Some applicants might voluntarily withdraw their applications when they understand the screening process. This will be the applicant's choice, and not requested by staff.

F. Processing the Screening Verification Forms

Once the appropriate verification release forms have been executed, the MHA will mail out the forms.

1. If the landlord or housing provider verifications are not returned in a timely manner, the MHA staff will attempt to contact the landlords or housing providers by telephone to encourage their cooperation.
2. Telephone verifications are acceptable only if it proves impossible to obtain written verification. When a telephone verification is employed, the MHA staff should ask the questions from the appropriate verification form, should write the name of the individual interviewed, the date of the call, the exact responses to the questions, and should sign the form.
3. If telephone checks with landlords are impossible or of limited value (applicants living with family or friends) the MHA staff may obtain a credit report on the applicant.
4. The MHA staff should require the adult members of the family to sign the Authorization to Request Information Form during the initial interview.

G. Applicants with Disabilities or Handicaps

It is illegal to reject an applicant because he or she has a handicap or disability, or for reasons that could be overcome by the MHA through reasonable accommodation of the applicant's disability or handicap. If, even with reasonable accommodation, applicants with disabilities or handicaps cannot meet essential program requirements, it is allowable to reject them. Such insurmountable problems might arise because of behavior or performance in past housing, inability to comply with the terms of the MHA's lease, or needed services from the MHA staff that represent an alteration in the fundamental nature of the MHA's program.

Following are the stages in processing the applications of persons with disabilities or handicaps:

1. Eligibility Review

- a. The first stage of processing is the determination of program eligibility. At this point it is necessary to document that each single applicant who is less than 62 years of age is either disabled or handicapped as defined in HUD's Part 913 regulations. The questions must be asked to determine whether the applicant qualifies as an elderly or family.

Elderly or family status is recognized to meet the eligibility criterion related to family composition. Once an applicant has been determined to have a disability or handicap, no further reference should be made to that fact unless the application reaches the third stage of processing.

2. Applying the Applicant Selection Criteria

The second stage of processing is applying the applicant selection criteria contained in this procedure. Neither mitigating circumstances nor reasonable accommodations will be an issue for any applicant who passes the applicant selection criteria.

3. Seeking Mitigating Circumstances or Reasonable Accommodation

- a. The third stage of processing would only come into play if an applicant could not meet one or

more of the applicant selection criteria. At this point, applicants with disabilities or handicaps are entitled to consideration to accommodate their special needs, in addition to those afforded to all other applicants.

Staff should hold a second interview with any applicant known to have a disability or handicap who cannot meet one or more of the applicant screening criteria. The purpose of this interview is to determine whether it is possible to admit the applicant through consideration of mitigating circumstances or by applying reasonable accommodation.

Mitigating circumstances would be facts (that can be verified) that would overcome or outweigh information already gathered in the resident screening process.

- b. If the evidence of mitigating circumstances presented by the applicant relates to a change in medical condition or course of treatment, the MHA shall have the right to refer such information to persons qualified to evaluate the evidence and verify the mitigating circumstance.

The MHA shall also have the right to request further information reasonably needed to verify the mitigating circumstance, even if such information is of a medically confidential nature. If the applicant refuses to provide or give access to such further information, the MHA will give no further consideration to the mitigating circumstance.

- c. If some form of assistance is needed to enable an applicant to comply fully with the lease terms, screening staff should obtain verifications that such assistance is available to the applicant. The Statement of Individual Providing Assistance Form or the Statement of Agency Certifying Eligibility for Assistance Services Form (including statement of Applicant Certifying Willingness to Accept Service) as appropriate will be used for this verification.
- d. If no mitigating circumstances exist that satisfy the MHA's applicant selection criteria, the MHA must consider reasonable accommodations that the MHA could make to eliminate barriers to housing the applicant. Reasonable accommodations may take the form of either physical changes made to the unit, building, development or grounds, or policy or procedural changes.

Accommodations, to be considered reasonable, must not cause undue financial or administration burden or an alteration in the fundamental nature of the MHA's public housing program. If a service is necessary for compliance with the lease, the MHA cannot be required to provide it to an applicant with a disability or handicap if it is not provided to other residents, but the MHA must consider admitting that applicant if he or she can document that the service will be provided by others at no cost to the MHA.

Any applicant with a disability or handicap who cannot meet the applicant screening criteria taking into account possible mitigating circumstances, reasonable accommodations by the MHA or services needed for lease compliance verified to be provided to the applicant by others, must be rejected.

H. Orientation Meeting

1. All applicants are required to attend a Orientation meeting. The purpose of the meeting is to explain the lease provisions, lease enforcement and eviction procedures. Key staff members from property

management, maintenance and resident services will make presentations on their areas of responsibilities. The main purpose is to make all applicants aware of what the MHA expects relative to housekeeping and care of the unit, crime and drug prevention, resident self-sufficiency and other safety issues.

The meeting will be offered at no cost to the applicant and at times and places accessible for applicants.

2. Failure to Attend Orientation Meeting

Except for extenuating circumstances, applicants who contact the MHA after the first notice scheduling him/her for the meeting will be given a second opportunity. Applicants who fail to request the second opportunity within 24 hours, do not explain extenuating circumstances that prevented them from attending the meeting, or miss the second meeting will be sent a rejection letter pursuant to this policy.

3. Behavior at the Orientation Meeting

In the event that applicants display behavior that reflects on their ability to meet applicant screening criteria, a report describing the behavior will be placed in the applicant's file. For instance, if an applicant is intentionally disruptive, destructive, intoxicated, or verbally abusive of staff or other applicants, such facts will be noted in the file. Such activity will be cause for rejection.

4. Description of the Orientation Meeting

The Agenda will include such topics as:

- a. Orientation to the MHA facilities, services, appliances, and housekeeping standards;
- b. Landlord/Resident obligations and rights, as well as the MHA's lease and grievance procedures;
- c. The MHA's Comprehensive Crime Prevention Program including One Strike, You're Out, community policing and No Trespass policies;
- d. Resident Initiatives including the MHA's resident programs, Family Self-Sufficiency Program, training, employment and supportive services programs.

I. The Home Visit

Home visits at the current dwelling of the applicant may be required of eligible applicants.

1. Applicants who are sharing housing either with family members or friends must be advised that the MHA will inspect the common areas such as the living room, kitchen and bathroom of the unit, not just the applicant's room(s). A family that is willing to live in unsanitary or infested conditions created by others may have standards that are too low for admission. However, if there are mitigating circumstances concerning the living conditions, the MHA will consider them.

2. It is necessary to do a home visit to a service provider, because the applicant may be responsible for some aspect of the condition of the property. If the applicant is responsible, staff will assess the applicant's performance relative to the applicant's responsibilities.
3. All the MHA staff who will be performing home visits are trained to ensure that the home visit form is completed fully and correctly. The purpose of the home visit is not to perform some sort of "White Glove" check of the applicant's housekeeping, but rather to determine whether the applicant is capable of caring for a MHA unit in a way that will not create health or safety hazards or contribute to infestation, whether the applicant is currently engaged in behavior or practices that would violate the MHA's lease.
4. If the applicant's current unit shows resident-caused health or safety hazards, housekeeping that contributes to infestation, or damage, the applicant will be rejected.
5. If the home visit revealed that the applicant was currently permitting unauthorized occupants to share the unit, was engaging in criminal activity or obtained information that indicated fraud, the details will be documented and the applicant will be rejected.
6. The MHA Home Visit Form will be used during every home visit.
7. Housekeeping inspections are part of the home visit. Housekeeping criteria shall include, but not be limited to:
 1. conditions in living room, kitchen, bathroom, and bedrooms;
 2. conditions of entrance-ways, halls, and yard;
 3. cleanliness in each room and condition of floors;
 4. general care of furniture, appliances, fixtures, windows, doors and cabinets.
8. Other MHA lease compliance criteria, such as:
 1. Evidence of destruction of property
 2. Unauthorized occupants
 3. Evidence of criminal activity
 4. Conditions inconsistent with application information.
9. The purpose of the Home Visit is to obtain information to be used in determining the applicant's compliance with the Applicant Screening Criteria.

J. Additional Screening Considerations

1. A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at

prior residences which may adversely affect the health, safety, or welfare of other residents or neighbors.

2. Involvement in criminal activity on the part of any adult applicant family members involving crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents.

K. Qualified and Unqualified Applicants

Verified information will be analyzed and a determination made with respect to:

- Eligibility of the applicant as a family or single;
 - Eligibility of the applicant with respect to income limits for admission;
 - Unit size required for the family;
 - Qualification of the applicant with respect to the Applicant Selection Criteria.
 - Qualification of the applicant with respect to the 1998 Act.
1. Applicants determined to be qualified in terms of both eligibility and screening will be notified by the MHA of the approximate date of occupancy insofar as that date can be reasonably determined.

The MHA will make every effort to estimate an approximate date of occupancy. However, the date given by the MHA does not mean the applicant should expect to be housed by that date. The availability of suitable unit to offer a family is contingent upon factors not directly controlled by the MHA, such as turnover rates, and market demands as they affect bedroom sizes and development location.

2. Applicants determined unqualified for admission will be promptly notified by the MHA of the basis for such determination. The MHA shall provide such applicants with an opportunity for an informal review of the determination. The applicant must contact the MHA within ten (10) calendar days (or other time factors determined reasonably by the MHA) of receipt of such determination. Upon the applicant's request, the MHA shall schedule an informal hearing. The hearing shall occur within the 30-day period following the determination of disqualification. When a hearing is requested, no action will be taken to remove the applicants from the waiting list until the hearing process has been completed. If the results of the hearing vindicate the applicants, the applicant's waiting list position shall be preserved.

The Notice of Rejection to the applicant must include the above information plus a description of the informal hearing process.

3. Applicants who are known to have a disability or handicap and have been determined eligible but who fail to meet the Applicant Selection Criteria, will be offered an opportunity to have their cases examined to determine whether mitigating circumstances or reasonable accommodations will make it

possible for them to be housed in accordance with the Screening Procedures.

L. Informal Hearing Procedure

1. Applicants will be rejected only for ineligibility or failure to meet applicant selection criteria. All applicants who are rejected by the MHA will receive a letter that informs them of the rejection, explains why they have been rejected, and notifies them that they may contest the rejection in an informal hearing within ten days of the receipt of the letter of rejection.

If the rejection is a result of the applicant's failure to complete the application process or because of an outstanding balance owed to the MHA, the applicant shall not have a right to an informal hearing. However, if the applicant disputes the MHA's decision that the application was incomplete based on a claim that information was already submitted or is not needed by the MHA, then the applicant shall have the right to an informal hearing. To minimize the need for such hearings, the MHA shall use a notice, which will inform the applicant that the application is incomplete and in what way. The applicant shall have ten (10) calendar days to respond with complete information. The limited grounds herein set forth, and, as a result, whether or not the applicant will be given an informal hearing.

2. Scheduling the Hearing

The applicant may request the informal hearing in writing by mailing a signed and dated request to the MHA's main office or by calling the MHA within ten (10) days of the MHA's notice of rejection.

Within ten (10) days from the receipt of the applicant's request, the MHA shall schedule an informal hearing. The hearing shall occur within the 30-day period following the applicant's request for an informal hearing. The Hearing shall be held at a mutually convenient time and accessible place for the applicant and the MHA.

3. Contents of the Rejection Letter

The Notice of Rejection to the applicant must include the above information plus a description of the informal hearing process. Applicants have the right to be represented by Counsel at the hearing.

4. Applicant Rights During the Hearing

During the hearing, the applicant will be afforded an opportunity to present evidence rebutting the grounds for rejection.

5. Due Process Requirements

The informal hearing will conform to the following due process requirements:

- a. If the decision to deny admission is based on allegations by a third party, the MHA will attempt to have the third party present.
- b. The MHA employee who made the decision may be present to provide available facts, and to

- be questioned.
 - c. The hearing must be conducted by an employee of the MHA who did not participate in the decision.
 - d. The decision must be based solely on evidence presented at the hearing.
 - e. The applicant has a right to inspect the file except for those 3rd party references specifically requesting not to be named.
6. Reversal of the MHA Rejection Decision

If, as a result of information presented by the applicant at the informal hearing, the MHA reverses its decision to reject the applicants, no new application is required and the application will be returned to the appropriate spot on the waiting list.

7. No Reversal of the MHA Rejection Decision

If the MHA's decision for rejection is not overturned, a new application for admission may be submitted by the applicant at a time when the waiting list is open after a period has elapsed to permit the applicant to correct the behavior or situation that resulted in rejection. The applicant must provide documentation to support the change.

8. Final Decision

The decision of the Informal Hearing Officer shall be considered the final decision, except under extenuating circumstances the Executive Director shall maintain the discretionary authority to alter this decision based on clear evidence.

Where an applicant is rejected for a causes involving crimes of physical violence to persons or property and other criminal acts including alcohol/drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents. The MHA shall:

- Issue a notice of rejection to the applicant. The notice shall state the specific grounds for rejection, and shall inform the applicant of the applicant's right to make such reply as the applicant may wish. The notice shall also inform the applicant of the right to request an informal hearing on the decision by applying the above procedures and to examine the MHA documents directly relevant to the rejection.
- The MHA shall document all due process afforded to each rejected applicant.

M. Preferences for Resident Selection

The 1998 Act eliminates federal preferences for the Public and Indian Housing programs by amending Section 6 (c) (4) (A) of the U.S. Housing Act of 1937. This amendment, therefore, also eliminates the right of public and Indian housing residents to retain federal preference status on the tenant-based waiting lists.

The MHA may select families for admission in an order different from the order on the waiting list for the purpose of selecting relatively higher income families for residence.

For purposes of selecting families from the waiting list, the MHA has elected to establish, after public notice and an opportunity for public comment, a written system of preferences for selection that is not inconsistent with the Consolidated Housing Plan.

In an effort to reduce the MHA's dependency on the Federal government for rental subsidy and to promote deconcentration, the MHA has elected to establish the following local preferences:

Working Family - An applicant family or individual whose head of the household is working a minimum of twenty-five (25) hours per week will be given a priority over an applicant who is not employed. The working family must have been employed for the past twelve (12) months and agree to remain employed during his/her tenancy. The MHA will give appropriate consideration to adjusting the minimum work hours if the family is also attending an education or job-training class. The applicants given a preference under this category are required to register with the MHA's Family Self-Sufficiency Program once housed by the Authority. This preference will be limited to a maximum of fifty percent (50%) of the applicants housed within a given the MHA fiscal year. One (1) point will be given for this preference.

In-Training Family - An applicant family or individual whose head of the household is already regularly attending a bona-fide job training program, a college for a minimum of nine (9) credit hours or an adult education GED class will be given a priority. One (1) point will be given for this preference.

Involuntarily Displaced Family - An applicant family involuntarily displaced as a result of a natural disaster, government action, HUD disposition, AHA modernization/disposition, witness protection program, domestic violence/hate crimes or certain actions by the landlord will be given priority. The involuntary action must be beyond the applicant family's ability to control or prevent. If an applicant family voluntarily vacates his/her unit for personal reasons or is evicted for any lease violations, he/she will not qualify for this preference. Two (2) point will be given for this preference.

Elderly Family - An applicant family whose head of the household is defined as elderly shall have preference over a single person as defined by these policy and procedures. One (1) point will be given for this preference.

Applicants Contributing to Deconcentration - The MHA shall give preference when necessary to meet deconcentration goals. This will include skipping of a family on a waiting list specifically to reach another family with a lower or higher income is permissible, provided that such skipping is uniformly applied.

Applicants who have been verified as eligible to receive housing assistance will be placed on the MHA's community-wide Waiting List in sequence based upon their total preference points, time and date of their applications and suitable type or size of unit needed. The MHA's Local Preference system has been designed to attain HUD's goal of housing families with a broad range of incomes and avoiding concentrations of the most economically deprived families.

The MHA shall give admissions preference of the elderly, disabled, or displaced over other singles. The MHA gives preference to a family (a) whose sole member is a displaced person or (b) whose head or spouse or sole member is an elderly person or a disabled person over a single person that is not elderly, disabled, or displaced.

N. Bedroom Occupancy Standards

The following standards will govern the number of bedrooms required to accommodate a family of a given size and composition. Exceptions to these standards may be made in cases of extreme emergency, of a temporary nature, at the discretion of the Executive Director or her designee.

No. of Bedrooms	No. of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12

1. An unborn child will be counted as a person.
2. Dwelling units will be so assigned that:
 - a. It will not be necessary for persons of different generations or opposite sex, to occupy the same bedroom; (An exception may be made for infants and young children up to the age of three who are the opposite sex).
 - b. For verified reasons of health (old age, physical disability, etc. as verified), a separate bedroom may be provided for an individual family member.
 - c. The living room will not be regularly used as a bedroom.
 - d. Single parent and a child will be placed on the two bedroom waiting list.
 - e. A pregnant person with no other dependents shall be placed on the two bedroom waiting list. Where a female head of household was originally housed in a one bedroom by herself and then has a child, that child may remain in parent's bedroom until it is three (3) years of age or until a two bedroom unit becomes available for transfer. (Exception: Husband returns to unit or marriage)

takes place, the transfer will take place immediately or when the next two bedroom becomes available).

- f. An elderly, handicapped or disabled person who requires a live-in attendant would have separate bedrooms.

O. Leasing of Dwelling Units

1. A lease agreement shall be signed by the head, spouse and all other adult members accepted as a resident family and by the Executive Director, or other authorized representative of the MHA, prior to actual admission.
2. A security deposit in the amount of \$75.00 is required.. Each applicant must pay \$25.00 of the security deposit prior to occupancy and sign a agreement to pay the remaining deposit in 2 equal payments of \$25.00 each, due and payable on the first of each month for the first 2months of occupancy. Failure to pay a security deposit under a payment plan is grounds for eviction.

If a resident transfers within or between development(s), a new lease will be executed for the dwelling into which the family moves and may require the payment of an additional security deposit.

The security deposit shall **not** be used to pay charges during occupancy.

The security deposit will be returned to the tenant within 30 days of move-out if the following condition are met:

- a. There is no unpaid rent and other charges for which the tenant is liable under the Lease;
 - b. The apartment and all equipment are left clean, and all trash and debris have been removed by the family;
 - c. There is no breakage or damage beyond that expected from normal wear and tear; and
 - d. All keys issued to the tenant are returned to the MHA when the tenant vacates the unit.
3. If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either:
 - a. A new lease agreement will be executed, or
 - b. A Notice of Rent Adjustment will be executed, or
 - c. An appropriate rider will be prepared and made a part of the existing lease, or appropriate insertions made within the lease. All copies of such riders or insertions are to be dated and signed by the resident and by the Executive Director or other authorized representative of the MHA.
 4. Only those persons listed on the most recent certification form shall be permitted to occupy a dwelling unit, unless there is a birth to a family member, or other addition authorized by the MHA's

designee in writing.

- a. Family members over the age of 18 who move from the dwelling unit to establish new households shall be removed from the lease. These individuals may not be readmitted to the unit and must apply as a new applicant household for placement on the waiting list (subject to applicable income limits, preference, resident selection, and screening requirements). Medical hardship of the resident or other extenuating circumstances shall be considered by the Executive Director in making determinations under this paragraph.
 - b. Visitors may be permitted in a dwelling unit, provided they are reported to the MHA within forty-eight (48) hours of their arrival or prior thereto. Visits not exceeding 14 days within a one year period beginning at the date of lease may be authorized by the MHA. Visitors remaining beyond this period shall be considered trespassers and the resident shall be guilty of a breach of the lease.
 - c. Roomers and Lodgers shall not be permitted to occupy a dwelling unit, nor shall they be permitted to move in with any family occupying a dwelling unit.
5. Transfers will be made without regard to race, sex, color, religion, age, or national origin:
- a. As a general rule, the MHA will not transfer an appropriately housed resident, either within a development or between developments, except to alleviate hardship or other undesirable conditions as determined by the Executive Director or her designee;
 - b. Transfers within sites or between sites shall be made to alleviate verified medical problems, correct emergency and occupancy standards, court/HUD orders or to permit comprehensive modernization. These transfers shall take priority over new admissions.
 - c. Voluntary transfers between sites may be made to correct and avoid concentration of the most economically and socially deprived applicants in any one site, as determined by the distribution of rents and provided by the Executive Director or designee. These transfers shall take priority over new admission.
 - d. When the MHA directs a resident to transfer based on its stated Transfer Policy and the resident fails, declines or refuses to transfer, the dwelling lease will be terminated and the resident will be evicted from the dwelling unit.
6. Resident Transfer Selection Criteria:
- a. Occupancy Routine Transfers - Over/under housed residents may be recommended for transfer at the time of recertification or interim redetermination. This is the only method used to determine over/under housed status. Residents will be informed in their "Notice of Rent Adjustment" that a transfer was recommended and pending. The Bedroom Occupancy Standards will be used to determine over/under housed status.

Residents who owe back rent or other charges, or have established a pattern of late payment will not be considered for transfers (provided that emergency conditions are not an issue).

If there are housekeeping standards violations, the resident will not be transferred until he/she passes a follow-up housekeeping inspection.

Only as a means of correcting extreme over-occupancy of a unit will a family "split" be considered. If the family composition has changed to include an extended family, the extended family will not have automatic rights to be considered for a separate unit. The family must pursue occupancy of a public housing unit in the same manner that all other applicants follow, including being processed through the waiting list.

- b. Medical Transfers - Requests for medical transfers will be made to the MHA. The MHA will require the resident to provide the necessary verification and/or documentation to substantiate the need for a medical transfer. Whenever feasible, transfers will be made within a resident's area. Medical transfers may be initiated by the Authority (e.g. moving a person with mobility problems to a lower floor).
- c. Modernization Transfers - residents whose units are scheduled for modernization, demolition, disposition or conversion may be transferred to other suitable units to permit such modernization work. All transfers due to the MHA modernization will conform with HUD's Relocation regulations. The resident will not have an automatic right to return to the dwelling unit from which the resident was transferred.
- d. Emergency Transfers are permitted when unit conditions pose an immediate threat to the health and safety of a resident family as determined by the MHA.
- e. Court/HUD-Ordered Transfers - will be permitted within the developments and between developments in compliance with HUD, Federal, State and local court orders with respect to the laws, policies and Executive Orders governing non-discrimination. In most cases, the specifics of such transfers will be mandated by HUD or the court order and may pertain to one or more residents, dwelling units, sites, or developments.
- f. Cost of Transfers - Residents may be reimbursed their out-of-pocket expenses for transfers mandated for modernization by the MHA. Such reimbursement will be subject to HUD Relocation regulations and the availability of funds for such purposes.
- g. The MHA has the responsibility to request, obtain, verify and document all pertinent information relative to a request for a transfer.
- h. Resident Transfer Requests - If a resident desires a transfer outside the MHA's normal procedures (during recertification or interim redetermination), a written Application for Transfer must be completed by the resident and submitted to the MHA. The MHA will determine whether the resident is eligible for a transfer and will notify the resident within thirty (30) days whether the resident is eligible for transfer. The determination will be based on the resident transfer selection criteria as listed in this policy.
- i. Transfer Waiting List - The MHA will establish and maintain a Transfer Waiting List for each development according to bedroom size. Each list will contain the names of residents who have received notice or have applied for and are eligible for transfers. The names will be listed

according to date, time and transfer priority category. The priority categories on each Transfer Waiting List will be in the following sequence:

1. Emergency Transfers
 2. Medical Transfers
 3. Court/HUD-Ordered Transfers
 4. Modernization Transfers
 5. Occupancy Routine Transfers
 6. Other Transfers
- j. Residents shall be given the keys to the units to which they are being transferred and the transfers will occur within thirty (30) days of when an appropriate unit is made available for occupancy. The unit from which the residents are being moved must be cleaned out within five (5) days including the weekend. In the event that the resident being transferred leaves behind debris or damages, they will be charged with the actual cost to clean and/or repair the units.

Section 11

Resident Selection and Assignment Policies

A. Waiting List

Each applicant shall be placed on the Waiting List on a community-wide basis in sequence based upon date and time the application is received, suitable type or size of unit, and factors affecting preference or priority established by the MHA's policies, including income, which are not inconsistent with the objective of Title VI of the Civil Rights Act of 1964, the HUD regulations and requirements pursuant thereto.

B. Equal Opportunity and Non-discrimination

The plan for selection of applicants and assignment of dwelling units to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, and national origin is as follows:

The MHA hereby establishes a plan in accordance with HUD regulations under which it will seek and house residents with a broad range of incomes. Based on its goal to reduce dependency on federal rent subsidy, it has established a local preference system which gives first priority to low-income working families and to families enrolled in training and educational programs who are willing to register with and fully participate in the MHA's Family Self-Sufficiency Program until they complete their training/education programs and become employed in a job. Non-acceptance of the three appropriate dwelling unit offers will place the applicant at the bottom of the waiting list.

C. Transfers to Take Priority

Transfers to correct occupancy standards, to alleviate medical problems, to permit modernization or to correct or avoid concentrations of the lower income residents shall take priority over new admissions.

Section 12

Eligibility for Continued Occupancy, and Annual Recertification

A. Eligibility for Continued Occupancy

Only those occupants who meet the following criteria will be eligible for continued occupancy:

1. Who qualify as a family as defined above.
2. Who are in full compliance with resident obligations and responsibilities as listed in the dwelling lease.

B. Periodic Re-certification

1. Regular Recertification. The MHA shall, at least once a year, re-examine the family composition, unit size needs and incomes of all currently housed residents.
2. Special Recertification. When it is not possible to estimate projected family income with any degree of accuracy at the time of admission or regular recertification, a temporary determination will be made with respect to income and a special recertification will be scheduled every thirty days until a reasonably accurate estimate of income can be made. The resident will be notified in advance as to the date for the special recertification(s).

C. Recertification Procedures

1. At the time of recertification, all adult members will be required to sign an application for continued occupancy and other required HUD forms. The head of household will also be required to update household assistance agreements.
2. Employment, income, and other data deemed necessary will be verified. All verified findings will be documented and filed in the resident's folder.
3. The verified information will be analyzed. A determination will be made with respect to:
 - a. Eligibility of the resident as a family or as the remaining member of a family;
 - b. Unit size required for the family;
 - c. Rent the family should pay.
 1. Income shall be computed in accordance with the definitions and procedures set forth in this policy.
 2. Residents failing to respond to the initial recertification appointment will be issued a final appointment within the same month. Failure to adhere to the final request, will result in the

resident being referred to the Housing manager for lease termination for failure to comply with the terms and conditions of occupancy as indicated in the lease.

D. Action Following Recertification

1. If there is any change in the rent, the lease will be amended or a new lease will be executed or a Notice of Rent Adjustment will be issued.
2. If any change in the unit size is required, the resident will be moved to a unit of appropriate size when available and a new lease executed. If a unit of appropriate size is not available, the resident will be placed on a transfer list and moved to an appropriate unit when one does become available.

instance, if a certificate family's TTP is the minimum \$50 and the HA's utility allowance for the size and type unit the family has selected is \$60, the family would receive a utility reimbursement of \$35 for tenant-purchased utilities. Basing the minimum rent on TTP and using this kind of calculation is necessary to assure equal treatment of all participants, irrespective of whether utilities costs are paid by the owner or paid separately by the family.

This minimum rent includes tenant rent plus any utility allowance. The responsible entity must grant an exemption from payment of this minimum rent if the family is unable to pay that rent as a result of financial hardship, as described in the responsible entity's written policies.

E. Financial hardship.

The financial hardships that must be included are the following: must suspend the minimum rent requirement immediately, until the MHA determines whether there is a qualifying financial hardship and whether the hardship is long-term.

F. Determination of Temporary Financial Hardship.

If the MHA determines that there is a qualifying hardship, but that it is temporary, the MHA reinstates the minimum rent from the time of suspension. The MHA will not evict the family for nonpayment of the amount of minimum rent in excess of tenant rent otherwise payable during the 90-day period beginning on the date the family requested an exemption. The MHA will offer the family a reasonable repayment agreement for the amount of back rent owed.

If the MHA determines there is no qualifying hardship exemption, the MHA shall reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions established by the MHA.

The MHA recognizes that this requirement may impose severe hardships for some assisted families that have adjusted monthly incomes so low that their rental obligation is below the "minimum rent" charged. These families may be unable to pay the "minimum rent," which in turn may expose them to eviction for nonpayment.

Therefore the MHA shall take action to ensure that families with severe hardships are not evicted specifically as a result of their inability to pay the new minimum rents. Actions that may be taken by the MHA in lieu of eviction are:

- establishing a process to determine if the hardship is severe (e.g., where families are awaiting eligibility determinations for Federal, State, and local assistance programs), and conducting an income verification to determine the seriousness of the family's financial situation;
- exercising discretion to refrain from evicting affected families, and using alternative means of assistance, such as rescheduling rental payments.
- counseling affected families on the availability of assistance to help with their rental payments
- using the operating reserve derived from administrative fees under section 8(q) of the United States Housing Act of 1937 for the purpose of paying all or part of the minimum rent required

G. Family Choice

Section 13

Determination of Family Income, Composition and Allowances, Minimum Rent System, Interim Redetermination of Family Income

A. Rent Provisions.

New rent provisions are effective for families as they are admitted, re-examined or recertified, on or after October 1, 1999.

B. Income-Based Rents

The monthly rental amount, including any applicable utility allowance, calculated under this method must not exceed the highest of the following: 30 percent (30%) of the family's monthly adjusted income; 10 percent (10%) of the family's monthly income; or the welfare rent, if applicable. The monthly rental amount cannot be less than the minimum rent set by the MHA.

C. Flat Rents

Flat rents are intended as an incentive for residents to remain in public housing after they have attained a level of self-sufficiency. Working families will provide positive role models for other residents. The 1998 Act requires flat rent be set at "rental value," which HUD interprets to be reasonable market value. In establishing reasonable market value, the MHA will review rent of comparable units in the community annually in September of each year. Once the flat rents have been established, the schedule will be posted in the MHA office.

Families who opt for the flat rent will be required to go through the income re-examination process every 3 years, rather than the annual review they would otherwise undergo.

D. Minimum Rents

The 1998 Act requires that families assisted under the public housing program pay a monthly "minimum rent" of not less than \$25.00. The law further provides HA discretion to increase the monthly "minimum rent" to up to \$50.00. The MHA must charge the minimum rent for all applicants. The HA must charge the minimum rent prospectively for all other participants. The HA must provide adequate notice to the owners and the tenants advising them of any changes in the housing assistance payment amount and the tenant's rent. The MHA requires that families assisted under the public housing program pay a monthly "minimum rent" of not less than \$50.00

The MHA shall adopt the total tenant payment (TTP) for families of \$50.00 or the greatest of:

- 30% percent of family monthly adjusted income;
- The current Flat Rent; or
- 10 percent of family monthly income.

It is possible for families to still qualify for a utility reimbursement despite the change in the law. For

The 1998 Act requires the MHA to give families a choice among options for rents. The options provided must include at least a flat rent and an income-based rent. This choice must be given to each family annually. The MHA must provide residents with enough information to make an informed choice.

1. Family Choice Procedure

Choice of rent calculation method. At certification/decertification, the MHA shall calculate the family's income-based rent. At the same time, the resident will be informed of the flat rent for the appropriate sized unit by presented to the resident a worksheet (Family Choice - Selection of Rent Option) that clearly indicates the two options of rental payment. The resident will be asked to make the choice and sign the form indicating the choice made. The resident's selection of income-based rent will require annual re-examinations of rent. For the resident selecting flat-rent, re-examinations shall be required every third year. However, should the flat-rent resident wish to recalculate his/her rent at anytime, the MHA will provide a worksheet or other information on how income-based rent is determined so the family could calculate its own income-based rent amount. However, the resident who cannot demonstrate financial hardship must wait until the next annual reexamination time to change the method of calculating rents.

Switching Rent Methods to Lower Rent Because of Financial Hardship. The MHA will immediately switch a family from a flat rent to an income-based rent if the MHA determines that the family has a financial hardship circumstance. The MHA must develop written policies stating what the MHA will consider a financial hardship. Financial hardship is defined as:

- having experienced a decrease in income because of changed circumstances, loss or reduction of employment, death in the family, and reduction in or loss of earnings or other assistance;
- having experienced an increase in expenses, because of changed circumstances, for medical costs, child care, transportation, education, or similar items; and
- Such other situations determined by the MHA to be appropriate.

H. Family Self-Sufficiency

The MHA has established a Family Self-Sufficiency Program to improve the quality of life and to promote economic and job development for its residents. As part of this effort, the MHA has established several provisions which may affect how certain resident income is treated.

Self-Sufficiency Incentives. The 1998 Act exempts earned income for families who start work or self-sufficiency programs. The Act phases in the impact on rent of an increase in earned income of certain families.

The MHA will not increase a public housing family's rent for a period of 12 months if the increase in income results from (1) earnings of a previously unemployed family member; (2) earnings of a family member during participation in a self-sufficiency or job training program; or (3) earnings of a family member that had been receiving welfare in the previous six months.

After the 12-month disallowance, a family's rent increase must be phased in. The phased-in rent shall not increase as a result of the earned income by more than 50 percent (50%) for an additional 12 months.

Permissive Deductions. The MHA has elected to allow permissive deductions to promote self-sufficiency and for other purposes. (Note: In setting policies on permissive deductions, housing authorities are encouraged to coordinate with their local Temporary Assistance for Needy Families (TANF) agencies to assure that assisted housing and TANF support one another.) The permissive deductions replace the current optional exclusions from annual income for public housing.

The following permissive deductions, to the extent these amounts have not already been deducted from annual income or reimbursed to the family from other sources, are:

- Excessive travel expenses, in an amount not to exceed \$25 per family per week for travel related to employment, education, or training.
- An amount of a family's earned income, based on any of the following:
 - (i) All the earned income of the family;
 - (ii) The amount earned by particular members of the family;
 - (iii) The amount earned by families having certain characteristics; or
 - (iv) The amount earned by families or members during certain periods or from certain sources.
- Other deductions include but are not limited to payroll deductions, such as social security taxes, income taxes and medical insurance premiums.

Individual Savings Account. Under the 1998 Act, the MHA may establish and maintain individual savings accounts for public housing residents who pay income-based rents. Where the MHA has a policy to offer individual savings accounts, a family may choose an individual savings account instead of being given the 12-month disallowance of earned income and phasing in of a rent increase. Families who choose individual savings accounts would pay the higher rent and the MHA would deposit the increased amount in the savings account. Once established, a family may access the account for purchasing a home, paying education costs, moving out of public housing, or other purposes promoting self-sufficiency. The MHA is not required to provide the savings account option. However, savings accounts are a good way to help families reach self-sufficiency. If the MHA offers savings accounts, the MHA needs to have written policies on management of the accounts. The MHA savings account policy will:

- provide for payment of interest and annual notification to the resident of account status; and
- provide that any balance in such an account when the family moves out is the property of the family.

I. Previous Earned Income Disregard

The income disregards are being removed. These include the MHA's optional exclusions from annual income. These exclusions are replaced with similar permissive deductions reflected in the new definition of adjusted income. Families who have been given optional income exclusions under the old rules must be permitted to retain those exclusions until the family's next annual reexamination.

The new 12-month disallowance replaces the current 18-month earned income disregard for persons going from training programs to work. Families who currently have an 18-month disregard, or who qualify for such disregard on or before September 30, 1999, can continue that disregard for the 18 months or as long as they would have qualified under the old rule.

Section 14

Definitions and Procedures to Be Used in Determining Income/Rent

The 1998 Act changed the calculation of adjusted income by adding a number of mandatory deductions to determine adjusted income, which in some cases reflected HUD's exclusions from annual income. For example, HUD's regulations already exclude from "annual income" the earned income of minors. The Act adopted a mandatory deduction from income used to calculate "adjusted income" for earned income of minors. Given the statutory enactment of this as a deduction, this rule removes the exclusion from annual income and places earned income of minors as a deduction in calculating "adjusted income," to avoid providing a duplicate benefit on the same subject. The 1998 Act adopted the requirement already found in HUD's regulatory definition of "child care expenses" that they must be "reasonable." The Act revised the definition of dependents to include not only full-time students at traditional educational institutions, but also persons pursuing full-time vocational training. HUD's definition of "full-time student" already included vocational training, but only in the context of certificate granting vocational schools. In this rulemaking, HUD revises the definition of "full-time student" to refer generally to "vocational training."

A. Annual Income

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family Head and Spouse (even if temporarily absent) and by each additional family member. Annual income is anticipated income for the 12-month period following the effective date of initial determination or recertification of income, exclusive of income that is temporary, non-recurring, or sporadic as defined later in this section or is specifically excluded from income by other federal statute. Annual income includes but is not limited to:

1. The full amount, before any payroll deductions, of wages and salaries, including compensation for overtime and other compensation for personal services as reported (such as commissions, fees, tips, and bonuses).
2. The net income from the operation of a business or profession including the withdrawal of cash or assets. (For this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business. A straight line depreciation of assets used in the business or profession may be deducted).
3. Interest, dividends, and net income of any kind from real or personal property. (For this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine net income from real or personal property).

NOTE: For families with net family assets in excess of \$5,000.00, the MHA uses the greater of either actual income derived from assets or a percentage of the value of such assets based on the current passbook savings rate determined by HUD. When net family assets are \$5,000.00 or less, actual income from assets will be calculated.

4. The full amount of periodic payments received from annuities, insurance policies, retirement funds,

7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
8. (a) Amounts received under training programs funded by HUD; (b) Amounts received by a Disabled person that are disregarded for a limited time for purposes of Supplemental Security Income and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS); or (c) Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) to allow participation in specific program (e.g., Job Training Partnership Act);
9. Optional earned income exclusions which permit the head of household or spouse to become employed and work for three months before the family is required to pay an increase in rent.
10. Temporary, non-recurring, or sporadic income (including gifts); or
11. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary.)

The following is a list of benefits that qualify for the exclusion as of 4/88:

- Relocation payments made under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4621-4638).
- The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (7 U.S.C. 2011-2029).
- Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 U.S.C. 4951-4993).
- Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8621-8629).
- Payments received from the Job Training Partnership Act (29 U.S.C. 1552 (b)).
- Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 that are used to cover the cost of attendance at an educational institution. Examples of Title IV programs are: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships. See 6 above for the kinds of expenses that are excluded from Annual Income.
- Reparation payments made by foreign governments in connection with the Holocaust.

C. Anticipated Annual Income

If it is not feasible to anticipate a level of income over a 12-month period, the Authority may use the

annualized income anticipated for a shorter period, subject to redetermination at the end of the shorter period.

D. Adjusted Income

Adjusted Income (the income upon which rent is based) means Annual Income less the following deductions and exclusions:

For All Families

1. Child Care Expenses - A deduction of reasonable amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed.

Residents will be entitled to deduction only when such care is necessary to enable a family member to be gainfully employed or to further his/her education. Amounts deducted must be non-reimbursable expenses and shall not exceed: (a) the amount of income earned by the family member released to work; or (b) an amount determined to be reasonable by the Authority when the expense is incurred to permit education.

2. An exemption of \$480 for each member of the family residing in the household (other than the head, or spouse, live-in aide, or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, or a full-time student.

3. Disability Expenses - a deduction of reimbursed amounts paid for attendant care or auxiliary apparatus expenses for disabled family member(s), where such expenses are necessary to permit family member(s), including the disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) free to work.

Equipment and auxiliary apparatus may include but is not limited to: wheelchairs, lifts, reading devices for the visually impaired, and equipment added to cars and vans to permit their use by the disabled family member.

- a. For non-elderly families, elderly families and single: the amount of the deduction equals the cost of all reimbursed expenses for the disabled care and equipment less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.
- b. For elderly families with medical expenses: the amount of the deduction equals the cost of all unreimbursed expenses for disabled care and equipment less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned) PLUS medical expenses as defined below.

For elderly families only:

1. Medical Expense Deduction - A deduction of reimbursed Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed.

Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, insurance premiums (including the cost of Medicare), prescription and non-prescription medicines, transportation to and from treatment, dental expenses, eyeglass, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by the Authority for the purpose of determining a deduction from income the expenses claimed must be verified.

- a. For elderly families without disability expenses: The amount of the deduction shall equal total medical expenses less three percent of annual income.
 - b. For elderly families with both disability and medical expenses: the amount of the deduction is calculated as described in paragraph 3 (b) above.
2. Elderly Household Exemption - An exemption of \$400 per household.

E. Verifying Annual Income

1. Projections of Annual Income shall be based on the best available information, with due consideration to past year's income, current income rate and effective date; and shall include estimates for each income recipient in the family group.
2. The income of irregular workers will be estimated on the basis of the best information available, with due consideration to earning ability and work history.
3. Overtime will be computed in accordance with verification obtained from the employer, in the absence of more reliable or accurate information.
4. Income is the most important factor in determining a family's eligibility and rent. The Authority has established methods of verifying income which include:
 - a. Third-party verification through an employer or public agency.
 - b. The MHA review of documentation provided by the family such as:
 - (1) Benefit checks
 - (2) Income tax returns
 - (3) W-2 forms
 - c. In the absence of any of the above, affidavits from the family describing the amount and type of income are acceptable documentation.

F. Rent Decreases

There will be adjustments in rent between admission and first recertification or between scheduled recertification only when the resident can show a change in his circumstances (such as decline in income or change in family composition) that would result in the resident paying the greater than 30% of Adjusted Income, or 10% of Annual Income for total resident payment; rent formulas or procedures are

changed by federal law or regulation; or utility allowances are revised. Decreases in Total Tenant Payment will be made effective the first of the month following the month in which the change was reported. All changes must be reported within ten (10) days of the changes.

1. Verification of the circumstances in such cases will be documented and approved by the Executive Director or designee before any such action is taken.
2. The Resident who has been granted a reduction because of income instability in rent under this provision shall be required to report monthly on his situation until the circumstances cease or until time for his regularly scheduled recertification, whichever occurs first.

G. Rent Increases

If the family income increases during this time the rent will be increased accordingly. Exceptions will be made for those families who have been granted the optional earned income exclusion/deduction by the MHA. A fully documented record of the circumstances and decision shall be included in the Resident's folder.

H. Changes in Family Composition

1. All changes in family composition must be reported to the MHA within ten (10) days of occurrence. The family's rent will be recalculated based on all changes in income and allowances. Failure to report within ten (10) days may result in a retroactive rent charge. Retroactive charges affecting a family that is receiving a utility allowance will still be charged to the resident since the MHA has already paid the utility company.
2. The Lease will not be revised to permit a change of family composition resulting from a request to allow adult children or previous adult household members to move back into the unit, unless it is determined that the move is essential for the mental or physical health of the resident and it does not disqualify the family for the size unit it is currently occupying.
3. With the written consent of the MHA, a foster child or a live-in aide may reside in the unit if the addition does not disqualify the family for the size unit it is currently occupying; or in the case of a live-in aide the addition is necessary to provide reasonable accommodations to the handicapped. The MHA is not required to consider more than one person to accommodate a resident's request for a live-in aide (i.e: husband and wife or several family members), although each request will be evaluated on case by case basis.
4. For residents with zero income, recertification can be scheduled every ten (10) days. Residents with zero income will be required to report income within ten (10) days after the change has taken place. Residents that fail to report income will either be evicted or be charged retroactive rent.
5. For residents whose annual income cannot be projected with any reasonable degree of accuracy, recertification can be scheduled every thirty (30) days, or up to ninety (90) days depending upon the circumstances.

I. Effective Date of Adjustments

1. Residents will be notified in writing of any rent adjustment and such notice will state the effective date of the adjustment.
2. The minimum rent requirement shall become effective upon Board approval.
3. Rent decreases go into effect the month following the reported change, provided the change was reported in a timely fashion.
4. Rent increases will be in effect the first day of second month following the change or as scheduled by the earned income exclusion provision.

J. Failure to Report Accurate Information

If it is found that the Resident has misrepresented to Management the facts upon which his rent is based so that the rent he is paying is less than he should have been charged, the MHA has the right to either evict the resident and/or to establish retro-charges. Failure to report accurate information may constitute grounds for initiating eviction proceedings in accordance with the Authority's dwelling lease.

K. Procedure for Establishing Retroactive Charge

The decision to impose a retroactive resident rent charge requires adequate third party verification proving that the resident did not report the total resident income in a timely manner.

Recertifications are required 90 days prior to the resident's recertification date. This time period allows for sufficient notice to the resident.

The following steps shall be followed in establishing retroactive charges:

1. All charges shall be reported to the designees of the Executive Director; the calculated retroactive charge and reasons for the charge shall be made clear.
2. The retroactive charge shall fully document the reason for the charge and any explanation that would assist anyone else to understand the rationale for the calculation and charge.
3. The designees of the Executive Director shall attempt to reach a payment agreement with the resident for the highest monthly payment the family feels they can afford and in no case shall a retroactive charge payment plan exceed 12 months or the remaining term of the lease. Monthly payments need not be of equal payment amounts.
4. The designees of the Executive Director must sign the retroactive payment agreement on the behalf of the MHA. The agreement must also be signed by the head of household, spouse, and other responsible adult members. Adult is defined as any person over 18 years of age intending to, or occupying the unit.
5. Failure of the resident(s) to pay the retroactive amount as per the terms of the retroactive payment agreement is sufficient cause to evict.

Section 15

Collection of Rent and Other Charges

All rent and other charges shall be paid at the office of the Merryville Housing Authority, 401 East 12th Street, Merryville, Georgia.

A. Late Charges

Rent is due and payable in advance without notice at the office of MHA on the first day of each month. If not received by the close of business on the 6th working day of the month, the tenant shall be charged a \$5.00 late fee.

B. Delinquent Rent

Rent is due and payable in advance without notice at the office of MHA on the first day of each month. If not received by the close of business on the 6th working day of the month, and the tenant has not contacted the MHA, the MHA will mail or deliver a notice of delinquent rent to the tenant's address in a sealed envelope. Such notice will remind the tenant of the obligation and will designate a deadline, not to exceed 3 days from the date of the notice, by which the tenant is to contact the MHA and make arrangement for payment.

If there is good reason for an extension of the time to pay the delinquent rent, the MHA may enter into an agreement with the tenant for payment. Such agreement will be in writing, signed by both parties, and require the tenant to make future rent payment in full later than the 5th of the month during which they become due. The agreement will specify the due dates and dollar amounts of periodic payments to be made toward the settlement of the past-due balance.

Failure to reach an agreement, or failure of the tenant to abide by the terms of the agreement, will result in a 14 day notice of lease cancellation to the tenant in writing. If the tenant contacts the MHA within the 14 day notice period and pays the past-due balance in full, the notice of lease cancellation will be rescinded in writing. If the tenant does not contact the MHA during the 14 day notice period and does not pay the past-due balance in full, the MHA may file for eviction. **Once the eviction has been filed, no payment on current rent will be accepted from the tenant until the case is settled.** All terminations shall be processed in accordance with the requirements of the Lease, State law, and Federal regulations.

C. Other Charges

Charges other than rent, such as excess utility usage and tenant-caused damages, shall not become due and collectable until the first day of the second month following the month during which the charge is incurred. If not paid by the 6th working day of the second month, a 3 day notice is sent. If the tenant does not respond, a 30 day notice of lease termination is mailed and delivered.

Bad Check Charge. If the rent is paid by a personal check and the check is returned for any reason, this shall be considered a non-payment of rent and the family will incur a late charge plus an additional

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Final

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Continued Occupancy of HUD-Added Low-Rent Housing

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charge of \$25.00 for processing costs.

Section 16 Inspections

A. Time of Inspections

Inspections will be made:

1. At move-in prior to occupancy;
2. Periodically, every 3 to 6 months (but not less than annually). Follow-up inspections will be scheduled within 5 days if housekeeping practices or other circumstances require. Appropriate notice to the tenant shall be given prior to inspection in accordance with the Lease;
3. During occupancy; and
4. At move-out. Inspection should be done with the tenant, unless the tenant has previously vacated the unit and is unavailable. In the latter case, the MHA staff will conduct an independent inspection.

B. Annual Inspection

The dwelling unit and premises shall be inspected at least annually by the MHA. The inspection will serve as a guide in the determination of needed maintenance or repairs and to assess damage over and above normal wear and tear. The tenant will be given notice of said inspection and encouraged to be present during the inspection. The inspection form will be kept by the MHA and a copy will be given to the tenant if there are deficiencies. Failure of the tenant to maintain a safe, decent and sanitary dwelling unit and premises will result in Lease termination.

Section 17

Lease Termination Procedures

A. Record Keeping Requirements

A written record of every termination and/or eviction shall be maintained by the Authority, and shall contain the following information:

1. Name of resident, number and identification of unit occupied;
2. Date(s) of Notices to Quit Premises (HUD requirement) or Vacate (State Law requirement);
3. Notice of Petition;
4. Specific reason(s) for the notices, with lease violations, disturbances, and other facts pertinent to the issuing of the Notices described in detail;
5. Date and method of notifying resident;
6. Summaries of any conferences held with resident including names of conference participants and conclusions.

B. Evictions/lease Terminations

The MHA shall not terminate or refuse to renew the lease other than for serious or repeated violation of material terms of the lease such as failure to make payments due under the lease or to fulfill the resident obligations or for other good cause.

The resident cannot automatically end the eviction process by correcting the problem. Once the MHA has initiated an eviction for cause, it is up to the MHA, judging each case separately, to suspend action or to follow through with the eviction case.

Either of the following types of criminal activity by the resident, any member of the household, a guest, or another person under the resident's control, shall be cause for termination of tenancy:

1. Disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences which may adversely affect the health, safety, or welfare of other residents or neighbors.
2. Involvement in criminal activity on the part of any adult applicant family members involving crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents.

If a resident vacates his or her unit prior to a court eviction hearing involving criminal activity in violation of the Anti-Drug Act of 1988 or the 1998 Act, the MHA will declare the family as ineligible to rent from the authority for three (3) years.

- The MHA must not break any confidence. If neighbors' complaints are the source of the information, simply state that the possible problem has come to your attention and do not name any informants.
- Be as specific as possible about what behavior is going on so the resident can also observe it. Describe what actions the resident can take to avoid possible eviction: Stop the illegal behavior or move the person involved in the criminal activity out of the household.
- Document the meeting in the resident's file, indicating the date the persons in attendance, the exact matter discussed, and sign it.
- All such meetings shall be attended by the MHA employees with direct knowledge of the reasons for eviction. If the resident fails to attend the scheduled meeting, the failure is documented in the resident's file.

D. Notice Requirements

1. No resident shall be given a Notice to Quit Premises stating reason for termination without being told by the Authority, in writing, the reason for the termination. The resident must also be informed of his/her right to request a hearing in accordance with the Grievance Procedure, and be given the opportunity to make such a reply as he/she may wish.
 - a. The MHA shall give 14 day notice in the case of failure to pay rent.
 - b. Notice for criminal activity will be 24 to 72 hours.
 - c. A reasonable time considering the seriousness of the situation (not to exceed ten (10) days) when the health or safety of other residents or MHA employees is threatened; and
 - d. 30 days in any other case.
2. The notice of lease termination to the resident shall state specific grounds for termination, and shall inform the resident of the resident's right to make such reply as the resident may wish. The notice shall also inform the resident of the right to examine the MHA documents directly relevant to the termination or eviction.

The notice shall also state that the resident is entitled to a grievance hearing on the termination and that the request for such a hearing must be made within ten (10) days of the date of the Notice to Quit the Premises. The tenancy shall not terminate until the time for the resident to request a grievance hearing has expired, or the grievance process has been completed.
3. The MHA may evict the resident from the unit for nonpayment of rent only by bringing a court action.
4. The MHA will use discretion for deciding evictions for criminal activity by considering the seriousness of the offense, the extent of participation by family members, and the effects that the eviction would have on family members not involved in the proscribed activity.

In appropriate cases, the MHA may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will not reside in the unit.

C. Procedure for Investigating Drug-related And/or Criminal Activity

When the resident, any member of a resident household, a guest, or other person under the resident's control is arrested on any criminal or drug-related charges, the MHA shall adhere to the following:

1. Ascertain that the person arrested is, in fact, a MHA resident listed on a current MHA lease, a guest, or person under the control of the resident. If the person who was arrested is not listed on a MHA lease, the MHA must be able to prove that he/she is either an illegal resident or on the premises with the permission of the resident before the MHA can proceed with an eviction;
2. Work with the Police Department to determine the exact facts of the case:
 - Who was arrested?
 - Where and when did the arrest take place?
 - What were the circumstances of the arrest? Get a copy of the arrest record if possible.
 - What was the resident charged with?
 - What witnesses will be called in court?
 - What is the age and previous criminal history of the resident arrested?
 - Has the person arrested been convicted or pled guilty?
 - Was the person arrested engaged in a crime of violence, theft or in possession of a weapon at the time of the offense?

After the MHA reviews the information from the police, it may decide that the lease has not been violated so the case is not appropriate for eviction. The manager should send the facts that were assembled with a recommendation on the case's disposition to the Crime Prevention Coordinator and Deputy Executive Director for review.

3. Review the resident file to determine whether the head of household has been warned previously about the individual arrested;
4. Meet with the head of household to determine whether any extenuating circumstances exist that would cause management to refrain from evicting the family;
5. If the person who was arrested was engaged in a crime of violence, theft, or was in possession of a weapon at the time of the offense, no extenuating circumstances will be considered;
6. If, after the MHA meets with the head of household as described in number (4) above, the manager finds that none of the extenuating circumstances apply, the MHA should prepare a lease termination letter;
7. In order to help residents avoid being placed in the position of facing evictions because of the actions of one of its household members, the MHA may, if it has reason to believe any members of the household are involved with illegal drugs, may notify the residents and meet with the family individually to warn them of the potential consequences.
 - In this meeting, the MHA should make it clear to the head of household that if a drug-related arrest occurs the MHA will pursue eviction of the entire household.